



ARGUS Valuation-CapitalisationTM

Administrator's Guide

Release Version 2.50



ARGUS Software: ARGUS Valuation-Capitalisation Administrator's Guide

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Build date: 24 October 2014 2:46 pm

Table of Contents

Chapter 1

Introduction	1
About this manual	1
System Supervisor	2
Licensing the Program	2
Version Numbering	2

Chapter 2

Administration	5
Databases	5

Chapter 3

Database conversion and maintenance	9
Converting between Database Types	9
Database Maintenance	10

Chapter 4

Licensing	15
------------------	-----------

Chapter 5

Troubleshooting	17
General System Setup	17
Initialisation failure	17
Table initialisation error	17
Lock Violation	18
Corrupt Database Tables	18
Too Many Network Users	19
Other issues	19

Chapter 6

Security	23
System Security	23
Portfolio Security	26
Login options	28

Chapter 7

Miscellaneous	31
Structure and Content of Valuation-Capitalisation Folders	31

INVWIN.INI Settings	31
Custom Fields	35

Chapter 8

System Defaults.	37
Assumptions	37
Templates	38
Audit Trail	40

Chapter 9

Import/Export File Formats.	43
reXML	43
PISCES Import/Export	43
Import/Export File Format (CVL)	43
Updateable Import.	52
CSV Import	56

Chapter 10

Appendices	59
Appendix 1: Example Updateable Import File	59
Appendix 2: Checklist	60

Chapter 11

Contact details.	61
------------------------------	-----------

CHAPTER 1

Introduction

A system the size and complexity of ARGUS Valuation-Capitalisation 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 User Manual and Step-by-Step 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 ARGUS Software Support Team.

Valuation-Capitalisation is a multiple-level system designed to cope with the widest variety of needs and requirements. Apart from the detailed information in this guide, ARGUS 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 61](#).

Note: Please use this guide in conjunction with the information and instructions in the Valuation-Capitalisation Installation Guide.

About this manual

This manual includes the basic information necessary to understand the calculations behind Valuation-Capitalisation. The format of this manual has been designed so that you can print out a copy on your own printer.

Conventions

This manual uses the following conventions:

Convention	Use
Bold	Where you see bold text, this highlights items you can select in the Valuation-Capitalisation interface, including buttons and menus.
Code	The use of this font highlights program code or information that may need to be typed in, or in some cases it is used to indicate a filename.
	This symbol is used to indicate the separation between items in a menu choice. For example, “use the File Import... menu option” means “click the File menu, and then click Import... ”.
See “Command Centre” on page 23 .	Where you see similar text that is shown in this colour, you can click on it. This is a hypertext link, and it will take you to that part of the manual. You may also click on the entries shown in the table of contents at the front of the manual.

System Supervisor

The “Administrator” is also referred to in the Valuation-Capitalisation manuals as the “Supervisor”. This is the person responsible for looking after the system. Within Valuation-Capitalisation, the Administrator/Supervisor has “supervisor status” that allows access to all parts of the system regardless of any other personal security settings.

Valuation-Capitalisation 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 ARGUS Software Support Team in the first instance. Contact details are provided on the front cover of this manual.

Licensing the Program

Valuation-Capitalisation is supplied as a download or on a CD with software and supporting documentation, but cannot run without a specific licence code to activate the licence. The Support Team maintains a database logging system for all software activations. Valuation-Capitalisation (including Investor version 2.04.003 and above) uses web licensing, enabling clients to activate licences via the Internet. If you do not have an Internet connection, 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 ARGUS 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](#).

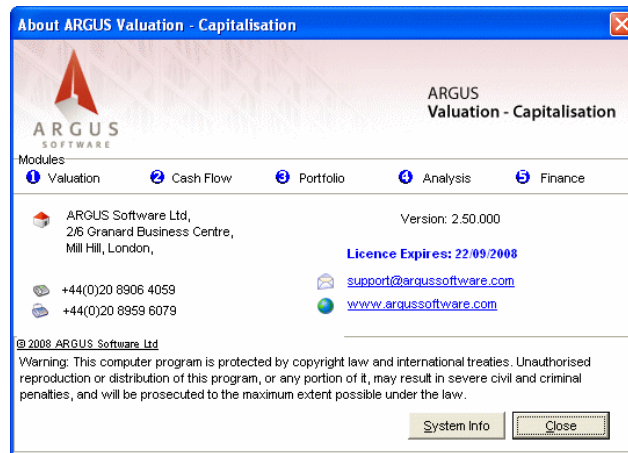
Version Numbering

Valuation-Capitalisation versions have a distinct numbering order. For example, version 2.50.003, where:

- the first number “2” represents a major version change, such as a platform change,
- the second part, “.50” 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 select **About** from the **Help** menu.



CHAPTER 2

Administration

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 **MS-SQL** databases, using the following versions:

- MS-SQL 2000;
- MS-SQL 2005;
- MS-SQL 2005 Express.

Paradox 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.
- Database upgrades on major version changes, from 2.04 to 2.50 for example, can be completed by users without specialist IT knowledge.

In summary, Paradox databases are easier to set up than 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.

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.

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 2.04 to 2.50 for example, must be completed by IT staff. MS-SQL upgrades cannot be run by ordinary program users.

MS-SQL databases

MS-SQL 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 Valuation-Capitalisation (for guidance on how to do this, see the Valuation-Capitalisation Installation Guide) 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 2000 or later) to store the Valuation-Capitalisation database, please follow these steps:

Create a new database on your MS-SQL server.

Use the script `MSCREATE250.sql` to create Valuation-Capitalisation 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 31](#).

```
[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 Valuation-Capitalisation with MS-SQL server.

Upgrades

Scripts to update MS-SQL databases are required when upgrading from one Valuation-Capitalisation build to the next, for example from v. 2.03 to 2.04 or from v. 2.04 to 2.50. These scripts are added to the installation folder as part of the upgrade process.

The MS-SQL upgrade script is called `MSUpdate204to250.sql`.

For further information on database upgrades, see the Valuation-Capitalisation Installation Guide.

CHAPTER 3

Database conversion and maintenance

Converting between Database Types

Before deciding to change from a Paradox to an MS-SQL Server database, please also refer to [“Databases” on page 5](#). Please note that, depending on database size, this process can take a considerable time to complete.

Converting from Paradox to MS-SQL

To convert between database types, please follow the steps in the example below, which sets out how to convert from Investor v.2.04 (Paradox) to Valuation-Capitalisation v.2.50 (MS-SQL). If you have any queries about this process, please contact the Support Team.

- Upgrade the existing v.2.04 (Paradox) program installation to v.2.50 (Paradox) by following the steps in the Valuation-Capitalisation Installation Guide.

- Run `Rebuild.exe` and select the **Check & Fix the Database** button to upgrade the Paradox database to Valuation-Capitalisation 2.50 format.

- Edit the `INVWIN.INI` file by adding the following lines:

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

- Run Valuation-Capitalisation (by double-clicking on `INVWIN.EXE`) and select **Batch CVL Export** from the **Application** menu in the Command Centre (to open this menu, click on the round symbol in the top left-hand corner of the Command Centre window). 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 Valuation-Capitalisation.

- Open the `INVWIN.INI` file and change the database settings to specify the MS-SQL Server database (see [“Databases” on page 5](#) and [“INVWIN.INI Settings” on page 31](#)). 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
```

- Ensure that the SQL script `MSCREATE250.sql` has been run to build the Valuation-Capitalisation tables on the SQL server.

- Run Valuation-Capitalisation 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 37 and “[System Security](#)” on page 23.

- Select the **Batch CVL import** option from the **Application** menu in the Command Centre (to open this menu, click on the round symbol in the top left-hand corner of the Command Centre window). 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 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 MS-SQL.

- Complete a batch export of all files from the MS-SQL database, by selecting **Batch CVL Export** from the **Application** menu in the Command Centre (to open this menu, click on the round symbol in the top left-hand corner of the Command Centre window).
- Then change the `INVWIN.INI` settings to specify a Paradox database (see “[INVWIN.INI Settings](#)” on page 31).
- Before carrying out a batch import of CVL files into the Paradox database, please run Valuation-Capitalisation 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 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 CVL import** option from the **Application** menu in the Command Centre (to open this menu, click on the round symbol in the top left-hand corner of the Command Centre window). This will import the CVL files into the Paradox database.

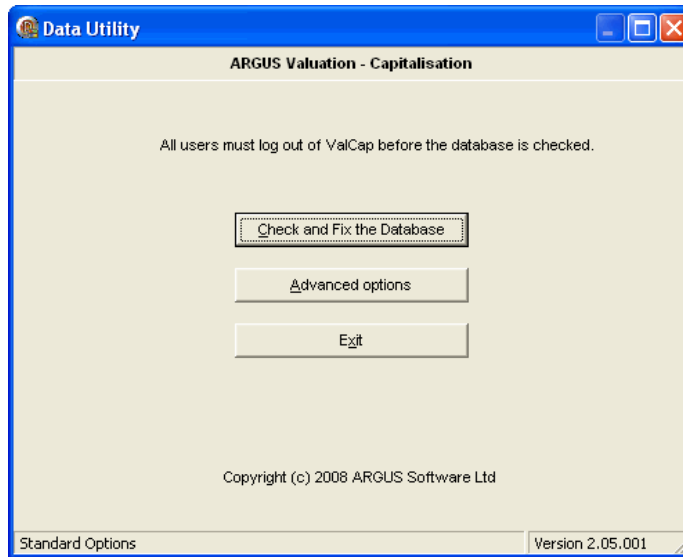
Please note that, on import of the CVL files, the Portfolio Owner will be set to the username of the person carrying out the batch import. CVL files contain portfolio, property and tenant data but do not include portfolio security settings which will need to be manually re-entered.

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 Valuation-Capitalisation before using `Rebuild.exe`.

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



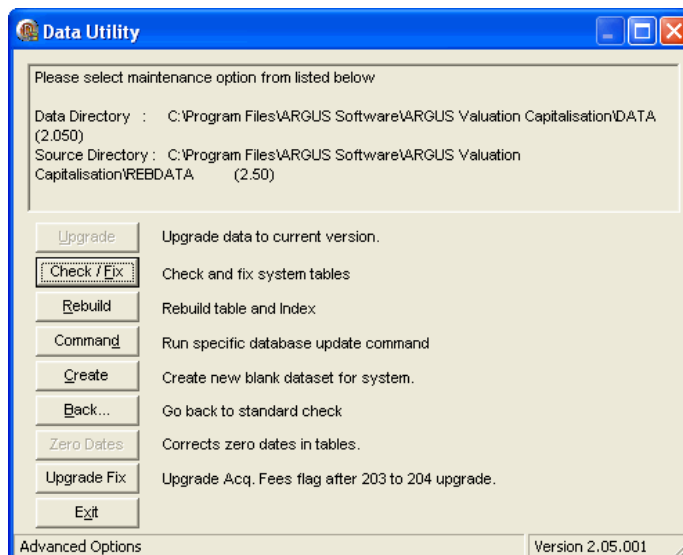
Check & Fix the Database

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



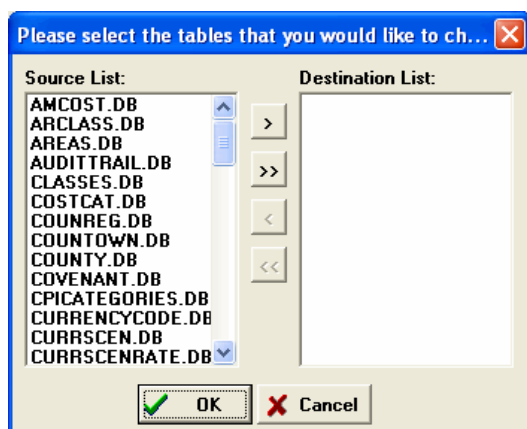
Upgrade data to current version

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.

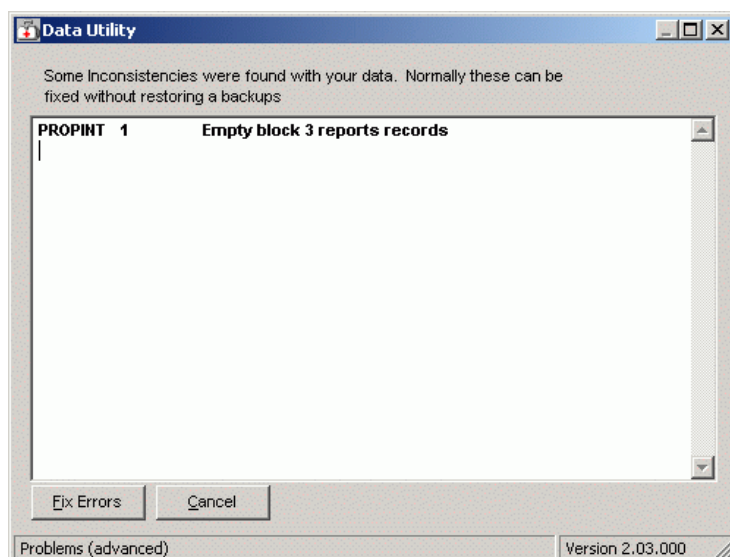
Individual tables can be selected by highlighting the required data tables and clicking on the single arrow button to move it into the **Destination List**.

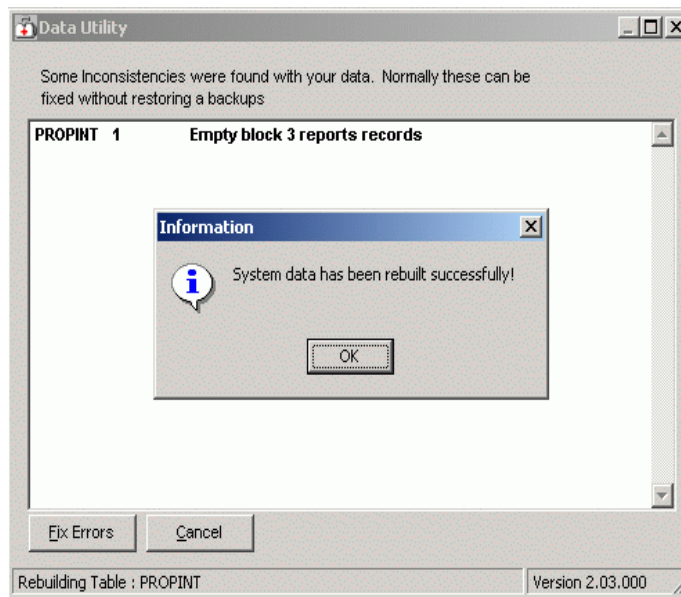
All tables can be selected simultaneously using the double arrow button.

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 ARGUS Support 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

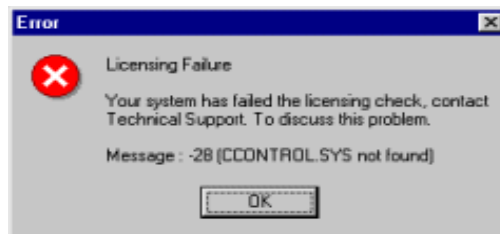
Licences set out which program modules are active and how many users may access Valuation-Capitalisation at any one time.

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 ARGUS Software Support Team.

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

Each time Valuation-Capitalisation 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.

Note: Please refer to the **Valuation-Capitalisation Installation Guide** for further details of licensing, transferring licences and changing licence options.

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 ARGUS Support.

General System Setup

The following points should be noted when initially installing and for subsequent maintenance of Valuation-Capitalisation:

- Valuation-Capitalisation 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 Valuation-Capitalisation 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.EXE` 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 Valuation-Capitalisation 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 Valuation-Capitalisation properly, by clicking on the **Application** button in the top left hand corner of the Command Centre window, and clicking on the **Exit** button.

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 described in the Valuation-Capitalisation Installation Guide) to resolve this problem.

Table initialisation error

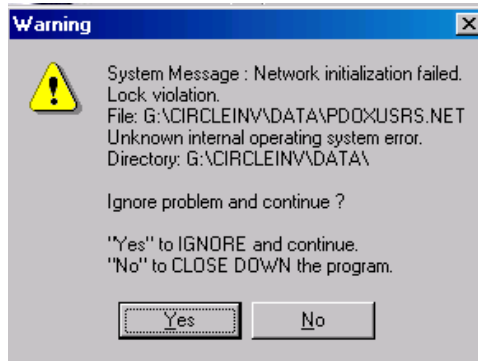
On start-up, the system reports a “table initialisation error”.

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 Valuation-Capitalisation 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 10.

Lock Violation

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



Please follow the steps below to “free up” Valuation-Capitalisation whenever a “.net” or “.lck” error message appears.

- Ensure all users have closed down Valuation-Capitalisation.
- Open Windows Explorer, and browse to the Valuation-Capitalisation 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 Valuation-Capitalisation 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 Valuation-Capitalisation 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 10.

Corrupt Database Tables

Paradox databases can occasionally suffer corruption. This may prompt Valuation-Capitalisation 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 10](#).

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 ARGUS Software does not support the use of Valuation-Capitalisation on Windows 95 or 98.

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.

Other issues

Application start up errors

Application start up error. Vendor initialization failed. Cannot load an IDAPI service library.

This is usually due to ARGUS Valuation - Capitalisation failing to load the SQL Server client connectivity software. Please ensure that the SQL Server client connectivity software is installed. Please see the following link for further information:

<http://support.microsoft.com/kb/303747>

2108 Application start up error.

This error message means that the program cannot locate the file IDAPI32.DLL because the BDE (Borland Database Engine) has not installed correctly. Please re-run the client installation on the workstation with the user logged on as an administrator of the workstation. Please check if the user can open the BDE Administrator program in the Control Panel to see if this works.

Citrix

What to note when running a Citrix Installation.

Citrix is a distributed application program that allows clients to run company software from a single location. The program runs on top of a Windows 2000 or Windows 2003 server with its own set of users and user profiles. Because of the complexity of Citrix XP software and the variety and permutations of network types, ARGUS Software is unable to provide support for Citrix or networks. Support concerning the use of working programmes for valuations and appraisals is unaffected by the configuration type. For further information, please contact ARGUS Software Support. Please also refer to the Citrix section in the Valuation-Capitalisation Installation Guide.

Unhandled exception error

Why do I receive the message “Unhandled exception error” during installation?

This error message is often caused by insufficient permissions to install software. Please check your user rights/permissions to ensure that you have full administrator rights.

Invalid Class Typecast error

Invalid Class Typecast.

This is likely to be due to an incorrect version of the MS-SQL client on the client PC.

For example, if you have MS-SQL Server 2000 on the server but the MS-SQL Server 7 Client on the client PC.

To check this, please look at the version of `NTWDBLib.dll` in the `C:\Windows\System32` folder. This is the main DLL the application uses to talk to MS-SQL.

Right-click on this file and select **Properties** to check the version. For MS-SQL Server 7 clients, the version number will start with 1996, for MS-SQL 2000 it starts with 2000. If you have MS-SQL Server 2000 on the server and the client PC version of `NTWDBLib.dll` is MS-SQL Server 7 then you will need to upgrade this.

Paradox – database corruption

For Paradox database issues with data corruption, you should check the following quick and complex solutions:

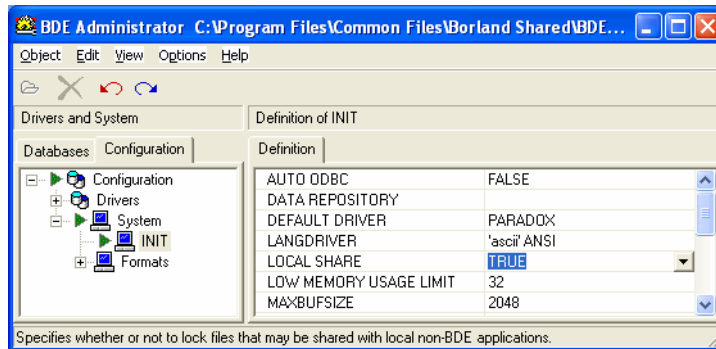
Quick solutions

1. Ensure all users close ARGUS Valuation - Capitalisation properly by selecting the **Exit** option in the **Application** button menu (click on the round symbol in the top left-hand corner of the Command Centre window).
2. The ARGUS Valuation - Capitalisation shortcuts from each of the client computers must use mapped drives rather than UNC paths.
3. The ARGUS Valuation - Capitalisation directory should not be buried too deep. The path should comprise no more than three levels and `Invwin.exe`.
4. Try to stop client computers crashing.
5. The network mapping to `Invwin.exe` must be identical for each client machine.
6. The Paradox database should not be hosted on an NT4 server unless the server has the “optimistic locking” switch set to off.

Complex solutions

1. The Local Share setting on each client computer Borland Database Engine (BDE) should be set to `TRUE`. Open the Windows **Start** menu in each client, and run the BDE Administrator from the Windows Control Panel. Select the **Configuration** tab, then open **System** and **INIT** in the list in the left-hand panel. Ensure the Local Share setting is set to `TRUE`. This must apply to all client

machines with access to ARGUS Valuation - Capitalisation.



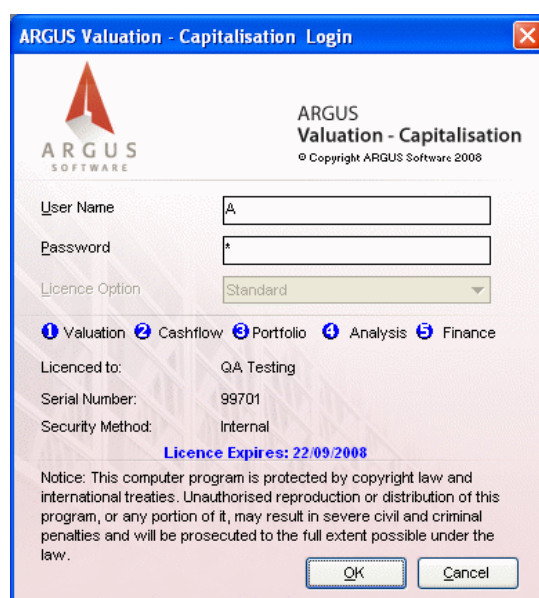
2. Are any applications, other than ARGUS Valuation - Capitalisation, likely to read or scan the Paradox databases? Virus software, for example, may be set to scan the database. This can slow ARGUS Valuation - Capitalisation performance and leave the database open to corruption. Try setting the virus software to ignore the database folder.
3. Are you using the most recent Borland Database Engine? Open the BDE Administrator in the Windows Control Panel. Select Object, Configuration and Version Information. The Version Number appears on the right-hand side of the screen. The most recent version is 5.2.0.2. There is no need to upgrade if you already have this version. If you have anything earlier, we recommend you run the Client/Network install on each PC from a new ARGUS Valuation - Capitalisation CD. This will upgrade your BDE. A new ARGUS Valuation - Capitalisation CD can be obtained on request if you email support@argussoftware.com.
4. Improve the performance of your network if it is slow or unreliable. A fast network will enable you to copy the `Invwin.exe` from the ARGUS Valuation - Capitalisation installation on the server across to your desktop in approximately 7 seconds.

CHAPTER 6

Security

System Security

To enter Valuation-Capitalisation, each user must have a user name and password (for use when logging in - see the login dialog below). The purpose of this is to regulate user access to the database by creating restricted access settings.



Example of login dialog


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.

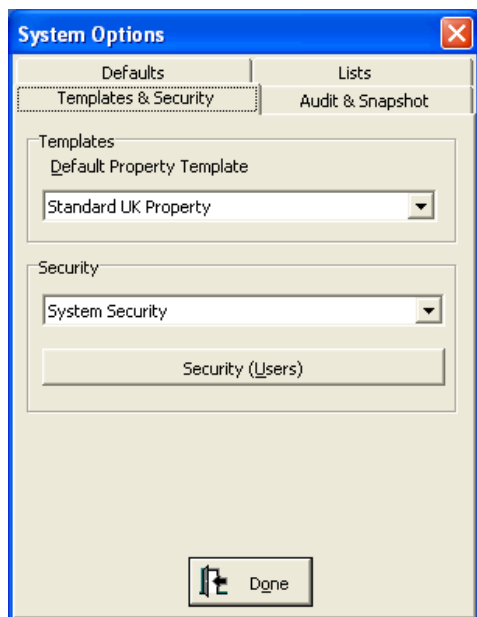
Individual unique user names, passwords and group memberships can be set up, identifying each user to the system when logging in. See [“Security Settings” on page 23](#).

Security access can also be set at portfolio level to specify which individual(s) or group(s) will 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 26](#).

Security Settings

Access to the system security setup is available only to users with supervisor status.

In the Command Centre, click on the **Application** button , then click on the **System Options** button to open the System Options dialog. Click on the **Templates & Security** tab.

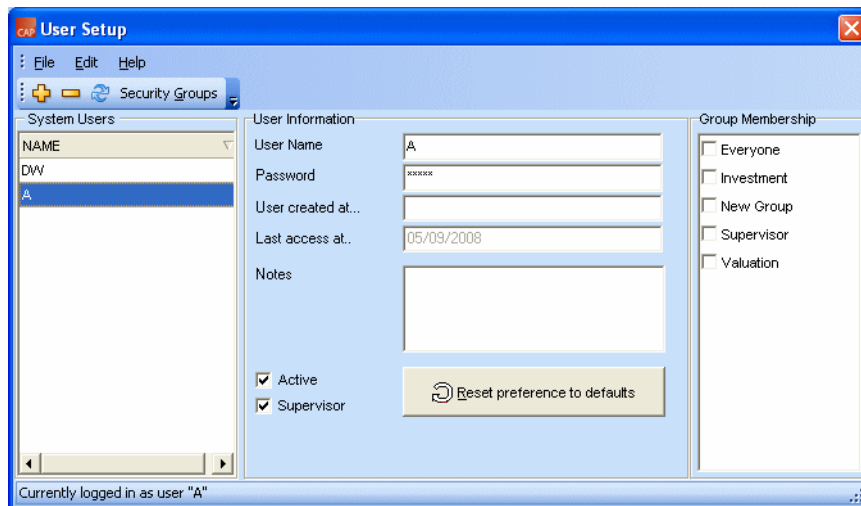


Click on the **Security (Users)** button.

Security rights can be set at two levels - **Users** and **Groups**.

Users

The User Setup window 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 new user** and **Delete current user** buttons on the button bar or by using the commands in the **Edit** menu.

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

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.

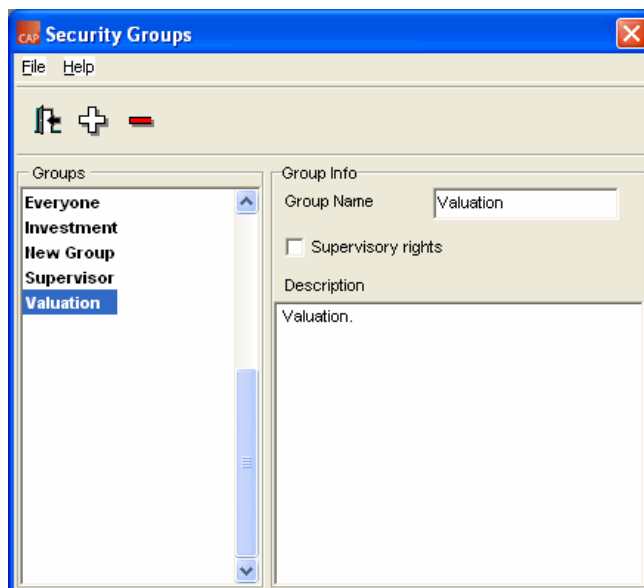
Reset preference to defaults

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 window allows you to add unlimited groups to represent multiple users.

To open Group setup, click on the **Security Groups** button in the User Setup window. This opens the Security Groups window:



Security Groups window



Add or delete groups by using the **Add Group** and **Delete Group** buttons or by using commands in the **File** menu.

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

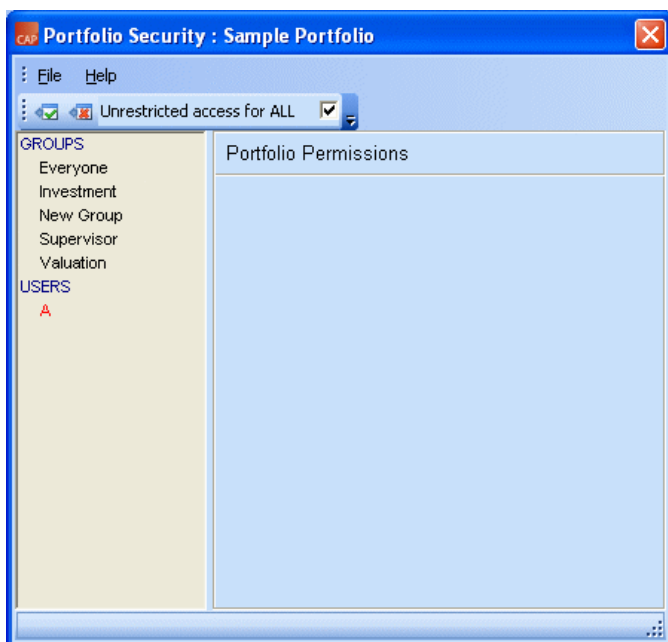
This is text information, for example to describe the group.

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 Command Centre, double-click on the portfolio record to which you wish to apply security settings.

In the portfolio record, click on the **Security** button  **Security** in the button bar 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.



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.

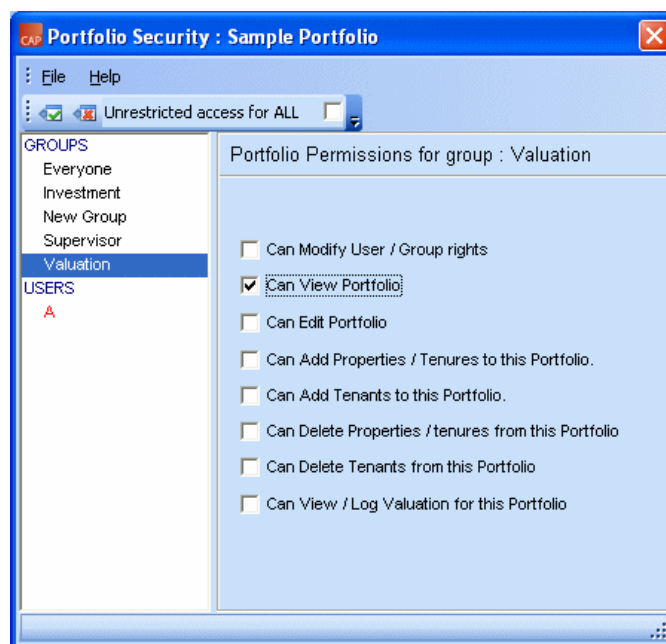
This may be useful for a general purpose portfolio so that all users can add, delete and perform all editing tasks to all properties.

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 Modify User/Group rights;
- 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.



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 selected 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.

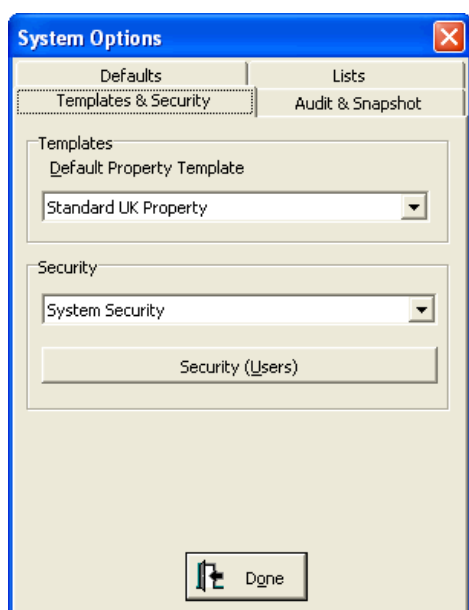
Can Modify User/Group rights

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 Options dialog, you have a choice of login options that will determine how your security is processed when you log in to Valuation-Capitalisation.

In the Command Centre, click on the **Application** button , then click on the **System Options** button to open the System Options dialog. Click on the **Templates & Security** tab:



In the **Security** section, 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 Valuation-Capitalisation. 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 Valuation-Capitalisation - the program will do it for you.

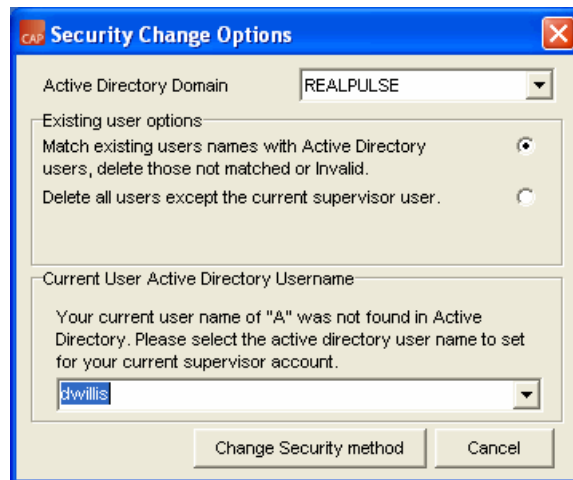
Note: If you specify the use of Active Directory, the setting you choose will be applied to all users on your system - it is a system-wide change.

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:

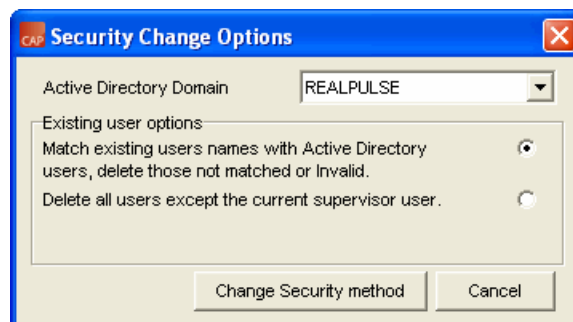


Here, you can select the appropriate domain from the **Active Directory Domain** drop-down

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.

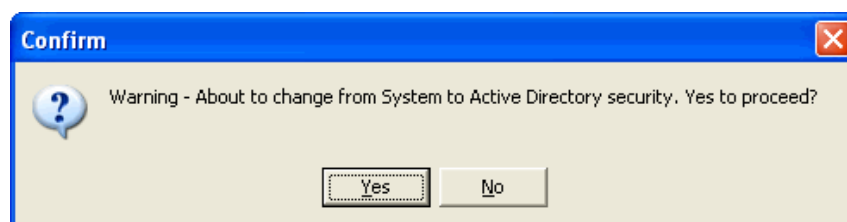
If you see the following dialog instead of the one shown above, it will be because you are currently already logged in with a username that exactly matches a username on Active Directory:



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

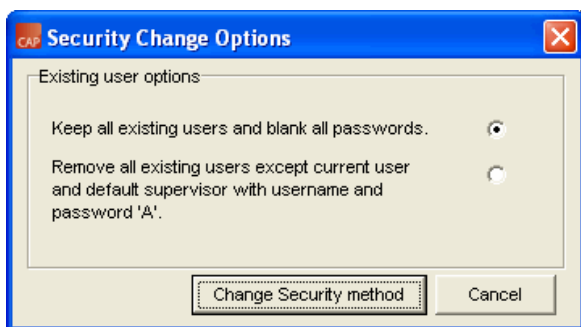
If you wish to use this authentication method, select this option from the drop-down.

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

Changing back to System Security from Active Directory

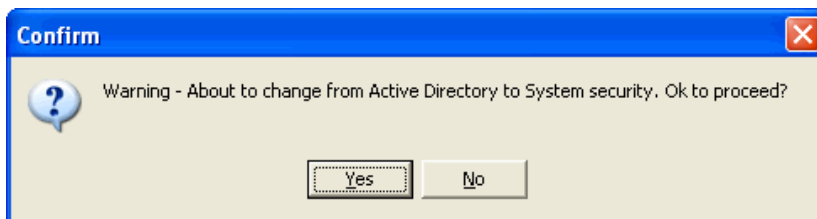
If you wish to change back to using System Security from Active Directory authentication, just select **System Security** from the drop-down list on the Security page.

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 Valuation-Capitalisation System Security method.

CHAPTER 7

Miscellaneous

Structure and Content of Valuation-Capitalisation Folders

Valuation-Capitalisation installs the following files and folders in the Invwin directory:

- Backup folder (Backup Directory) (installed on upgrade);
- Data folder (Data Directory);
- Documentation folder - contains all the product documentation in PDF files;
- Help folder - contains the help system files;
- International folder - contains foreign language dictionaries;
- BDEInstaller folder (Database Engine) - this is only installed if you are using a Paradox database;
- Rebdata folder (contains a blank set of system data templates for rebuilding data in the system);
- Report folder (Report Directory);
- Template folder (Template Directory);
- SqlScripts folder - contains various scripts for use in creating or upgrading SQL databases;
- Invwin.exe (Valuation-Capitalisation Executable file);
- Invwin.ini (Valuation-Capitalisation Configuration file);
- Read Me.txt (Contains information about the system);
- Release Notes v250.pdf - the release notes in PDF file format;
- Rebuild.exe (Maintenance Utility Executable file);
- Rebuild.ini (Rebuild Configuration File);
- Tutil32.dll (Utility program for rebuild program);
- Licence.exe (Executable license program);
- Licence.rtf and License_en.rtf - licence agreements in RTF format;
- SLA NonUS.pdf - licence agreement in PDF file format;
- Language.ini (Language Configuration file).

INVWIN.INI Settings

File directories are referenced through the Valuation-Capitalisation Configuration File - INVWIN.INI. This file can be found in the Valuation-Capitalisation 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 Valuation-Capitalisation connects, i.e. PARADOX or MSSQL. The default is Paradox. For further information, see [“Databases” on page 5](#).

`LOGINPROMPT`

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

`USERDEF`

The name of a .INI file containing the definition of user defined custom forms (see [“Custom Fields” on page 35](#)).

For example:

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

[DBPARAMETERS] section

This section contains a list of parameters passed to the database server when the database is opened (applies to and MS-SQL databases only). For further information on database settings, please also see [“Databases” on page 5](#).

`SERVER NAME`

The name of the server.

`DATABASE NAME`

The name of the database (MS-SQL).

`USER NAME`

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

`PASSWORD`

Used to log onto the server.

[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 Valuation-Capitalisation by clicking on the **Application** button (the round symbol in the top left-hand corner of the Command Centre window) and selecting **User Options**, then selecting the language with the **Dictionary** drop-down.

LANGUAGEINIFILE

The location of the Language.ini file.

The default location for this is the International folder within the Valuation-Capitalisation installation folder. 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:\ARGUS\Valuation Capitalisation\INTERNATIONAL\French
\Language.ini
```

[AUDITTRAIL] section

AUDITLEVEL

This indicates the level of auditing performed in Valuation-Capitalisation. The setting is maintained by Valuation-Capitalisation.

CLEARDATE

The date up to which the last audit trail clearout was run. This setting is maintained by Valuation-Capitalisation.

[QUARTERDAYS] section

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

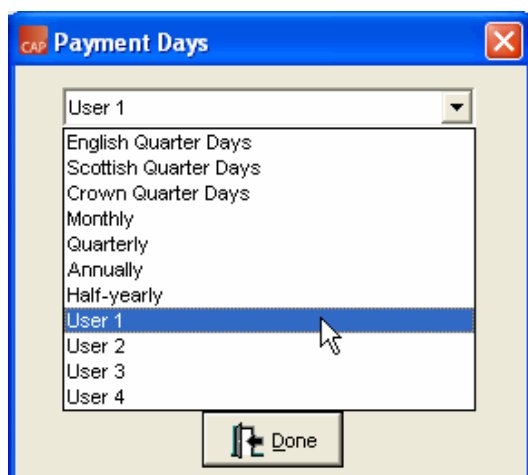
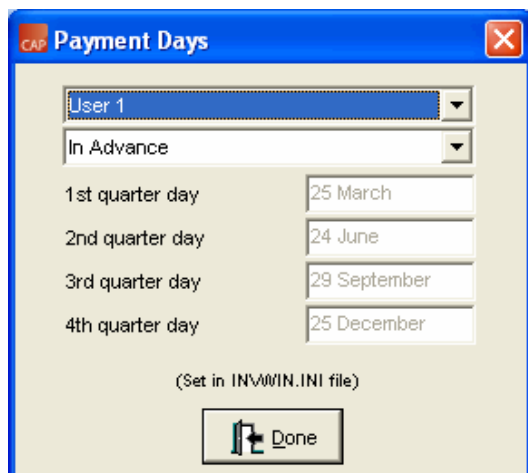
The specific dates required are entered after “Other=” etc. options in the date format shown (dd/mm/yyyy).

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 Valuation-Capitalisation User Manual.

To see the Payment Days dialog in the application, double-click on a tenant in the **Tenants & Tenures** list (in the Command Centre), and click on the **Payment Days** button.



[CONFIG] section

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 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 **Import** menu in Valuation-Capitalisation. For further information, see [“Updateable Import” on page 52](#).

JAPANESE TSUBOS

In addition to Imperial and Metric measurements, Valuation-Capitalisation 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
```

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 Valuation-Capitalisation 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 MS SQL and Paradox databases.

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

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

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

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

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 User Options and System Options.

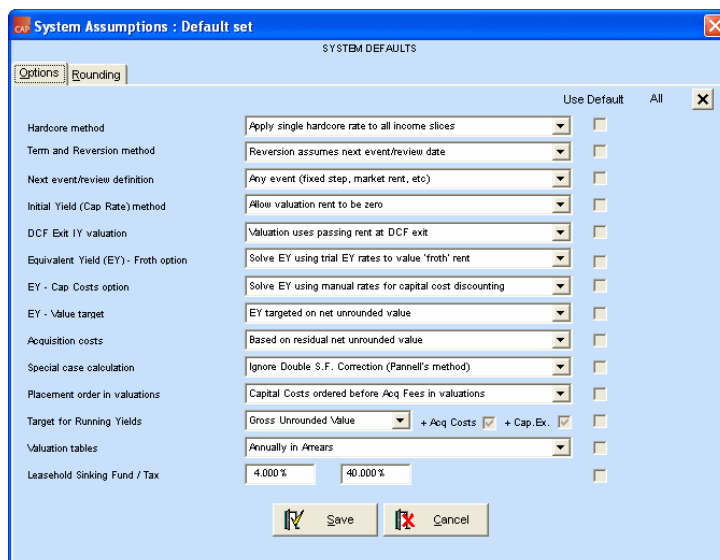
Most of the functions in User Options and System Options are explained in the Valuation-Capitalisation User Manual ("Setting Up"), but further explanation is provided on key features below.

To open the User Options and System Options, click the **Application** button  in the Command Centre and select **User Options** or **System Options**.

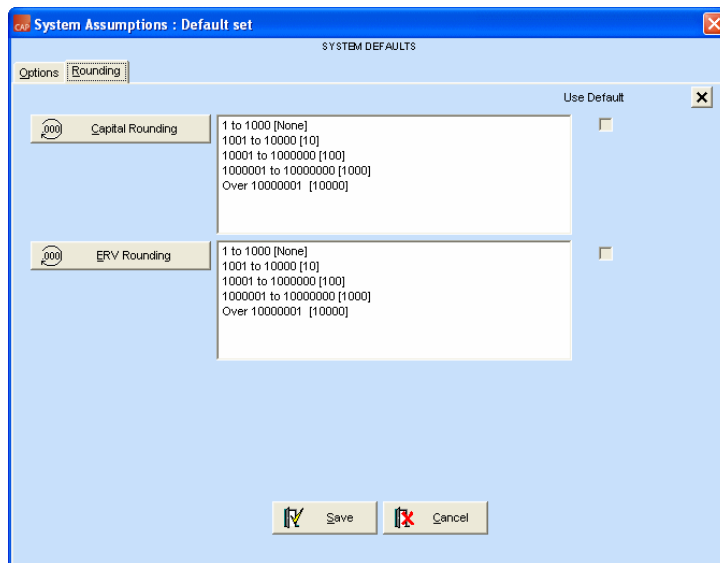
Assumptions

System default assumptions are set in the Defaults section of the System Options. 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 Valuation-Capitalisation User Manual.



Option	Default	Use Default	All
Hardcore method	Apply single hardcore rate to all income slices	<input type="checkbox"/>	<input type="checkbox"/>
Term and Reversion method	Reversion assumes next event/review date	<input type="checkbox"/>	<input type="checkbox"/>
Next event/review definition	Any event (fixed step, market rent, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Initial Yield (Cap Rate) method	Allow valuation rent to be zero	<input type="checkbox"/>	<input type="checkbox"/>
DCF Exit IY valuation	Valuation uses passing rent at DCF exit	<input type="checkbox"/>	<input type="checkbox"/>
Equivalent Yield (EY) - Froth option	Solve EY using trial EY rates to value 'froth' rent	<input type="checkbox"/>	<input type="checkbox"/>
EY - Cap Costs option	Solve EY using manual rates for capital cost discounting	<input type="checkbox"/>	<input type="checkbox"/>
EY - Value target	EY targeted on net unrounded value	<input type="checkbox"/>	<input type="checkbox"/>
Acquisition costs	Based on residual net unrounded value	<input type="checkbox"/>	<input type="checkbox"/>
Special case calculation	Ignore Double S.F. Correction (Pannell's method)	<input type="checkbox"/>	<input type="checkbox"/>
Placement order in valuations	Capital Costs ordered before Acq Fees in valuations	<input type="checkbox"/>	<input type="checkbox"/>
Target for Running Yields	Gross Unrounded Value + Acq Costs + Cap.Ex.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Valuation tables	Annually in Arrears	<input type="checkbox"/>	<input type="checkbox"/>
Leasehold Sinking Fund / Tax	4.000% 40.000%	<input type="checkbox"/>	<input type="checkbox"/>




Templates

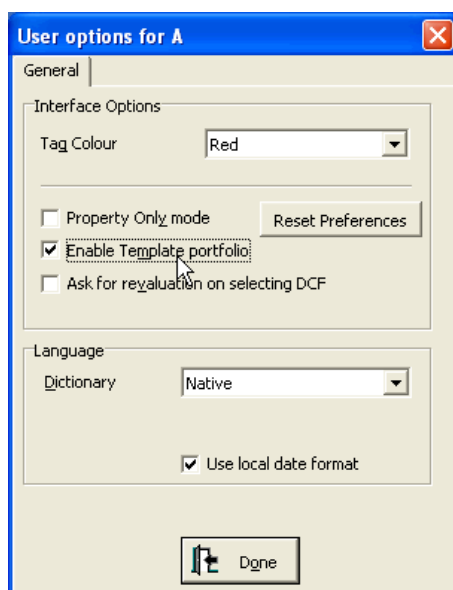
When adding new properties and tenants, the basic framework and initial contents of the records are copied from templates held in a special, protected portfolio, the TEMPLATE PORTFOLIO. The Template portfolio must contain at least one property and one tenant record.

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 by clicking the **Application** button  in the Command Centre, and selecting **User Options**. 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.

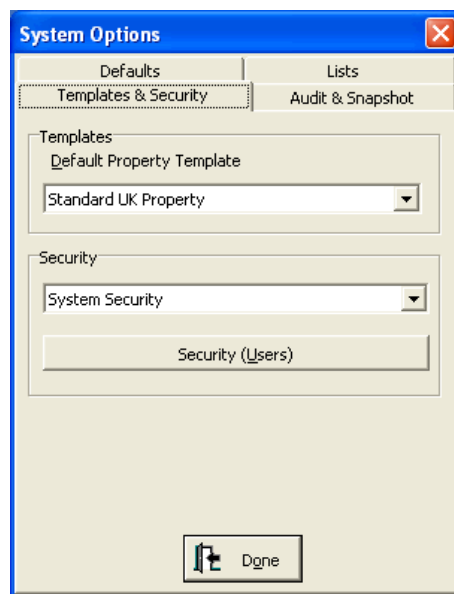


Any number of template properties and tenants can be created and each set up with alternative data inputs. For example, several property templates can be created for different countries, each using typical default assumptions for that country, such as currency and stamp duty settings, and dimensions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

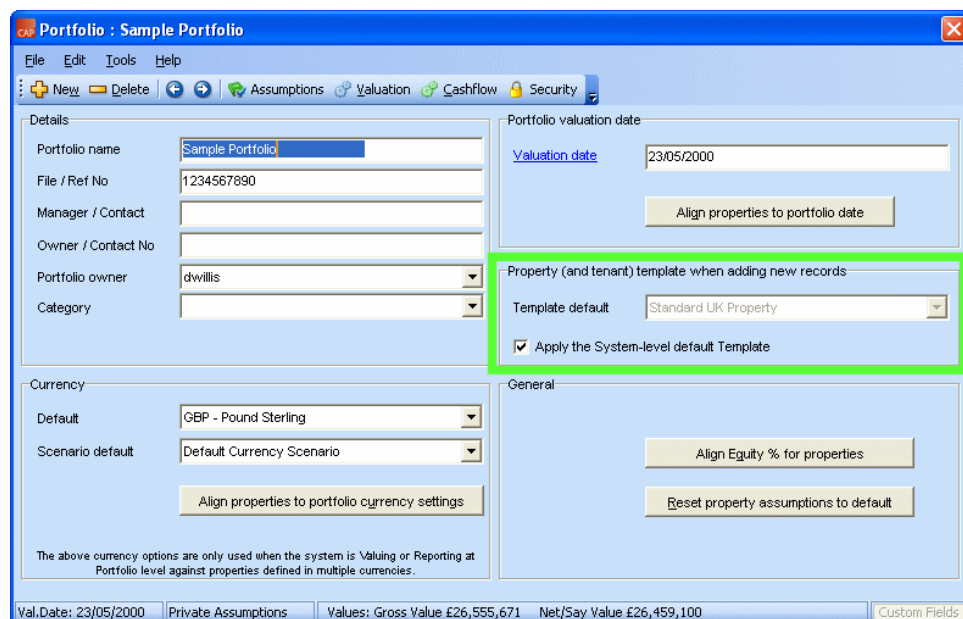
New template records may be added or deleted using the **New** and **Delete** buttons on the button bar. The first record cannot be deleted - there must always be one property template in the template portfolio.

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 **System Options | Templates & Security**, 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 (shown outlined in green in the following picture).

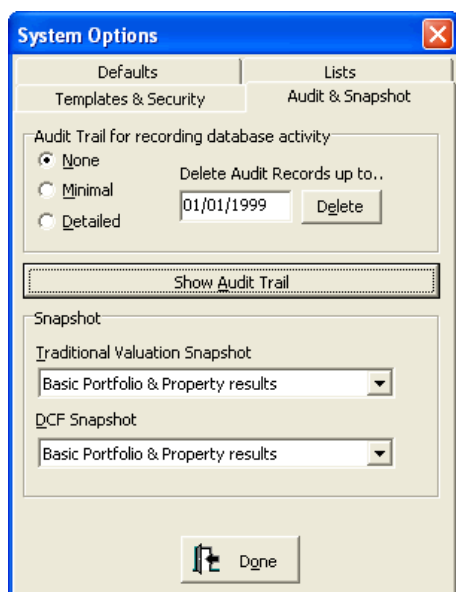


Audit Trail

Valuation-Capitalisation 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.

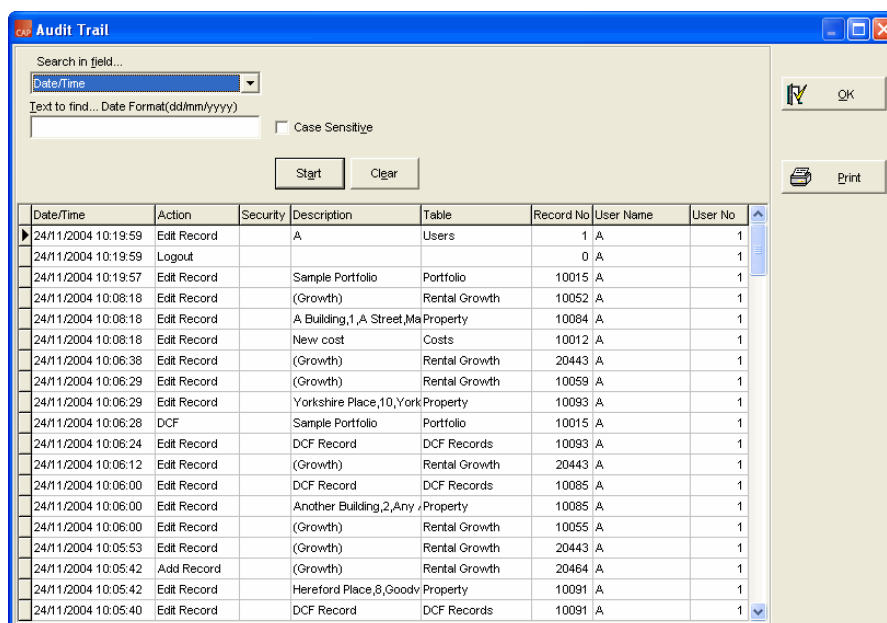
Note: The audit trail should only be used if required, as this function requires considerable system resources and may slow the program operation.

There are three levels of audit which can be set in the **Audit & Snapshot** tab of System Options.



- **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 the **Show Audit Trail** button to open the audit trail window:



The audit trail provides the following information:

- **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

Import/Export File Formats

Valuation-Capitalisation uses the following import/export file formats:

- reXML;
- PISCES;
- CVL file (Valuation-Capitalisation import/export file format);
- 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.

reXML

reXML is an XML-based representation of the data that can be transferred between Commercial Property Management and Financial Analysis systems.

reXML can be imported and exported by various ARGUS applications, allowing data to be exchanged between these programs.

PISCES Import/Export

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

Specially formatted files can be exchanged between Valuation-Capitalisation 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.

Import/Export File Format (CVL)

This section describes the Import/Export file format for Valuation-Capitalisation (.CVL file). This format is unrelated to the PISCES format. It was devised purely to allow Valuation-Capitalisation 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.

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 Valuation-Capitalisation, 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_PRI
ME_A" , "VAT_RATE" , "PURCH_PRICE" , "PURCH_DATE" , "SALE_PRICE" , "SALE_DATE" , "A
GENT_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: For example, “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
    RGrowth
    Log
    Tenure
    Lease
    Costs
    Inflation
    RHist
    Tenants
    Lease
    Areas
    Costs
    Inflation
    Valset
    Rgrowth
    RHists
    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.

Updateable Import

The Updateable Import provides a means of creating and updating Valuation-Capitalisation property and tenant records using a text file.

The Updateable Import option is accessed through the Import menu in the Command Centre. To enable the Updateable Import, a setting must be added to the INVWIN.INI configuration section. For further details, see [“INVWIN.INI Settings” on page 31](#).

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

For an example file please see [“Appendix 1: Example Updateable Import File” on page 59](#).

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 Valuation-Capitalisation 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 Valuation-Capitalisation 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 Valuation-Capitalisation, or for further information, please contact the Support Team.

CHAPTER 10

Appendices

Appendix 1: Example 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 2: Checklist

Checklist

Installation

- Install and licence the program.
- Keep a record of where the program is installed and licence serial numbers.
- Store installation CDs or download files 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 11

Contact details

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A

Activate licence 2
 Administration 5
 Database 5
 Administrator 2, 23, 25, 26, 27, 28, 37
 ARGUS Software web address 61
 Assumptions 37
 Audit Trail 33, 40

B

Backup Folder 31
 Batch import/export CVL files 9, 10, 34
 BDEInstaller Folder 31
 Borland Database Engine 17

C

Check & Fix 11
 Checklist
 Audit Trail 60
 Defaults at System Level 60
 Installation 60
 System Security 60
 Templates 60
 Configuration section (INVWIN.INI) 34
 Contact details 61
 Corrupt Database Tables 18
 CSV Import 56
 Map file 57
 Variable names 57
 Currency Settings 34
 Custom Fields 35
 Caption 35
 Default Value 35
 Display Type 35
 CHECKBOX 35
 DROPDOWN 35
 EDIT 35
 NOTE 35
 Drop Down Choice 35
 Field Name 35
 Options 35
 Property 35
 PROPINTUDEF 35
 PROPUDEF 35
 Tenant 36
 USERDEF.INI 35
 CVL File Import/Export 43

D

Data Folder 31
 DATA section (INVWIN.INI) 32
 Database 5
 Check & fix system tables 11
 Check & fix the database 11
 Configuration settings 32
 Convert from MS SQL to Paradox 10
 Convert from Paradox to MS SQL 9
 Converting between database types 9
 Corrupt database tables 18
 Database maintenance 10

Database type-Paradox or MS-SQL 5
 DBPARAMETERS 32
 MS-SQL 5, 6
 Paradox 5
 Upgrade (MS-SQL) 7
 Upgrade (Paradox) 11

DataDir 32
 DBPARAMETERS section (INVWIN.INI) 32
 Default Currency 34
 Default Settings 37
 Dictionary File 33

G

General System Setup 17
 Groups 25
 Description 26
 Group Name 26
 Setup 25
 Supervisory Rights 26

I

Import/Export
 Batch import/export CVL files 9, 10
 CSV Import 56
 Import/Export File (CVL) 43
 Import/Export File Formats 43
 PISCES Import/Export 43
 Updateable Import 52
 Import/Export File Format (CVL)
 Area section 51
 AREA_HEADER 45
 Class section 49
 CLASS_HEADER 45
 Configuration section 48
 Costs section 50
 COSTS_HEADER 45
 Data Structure 46
 DCF_HEADER 45
 Fixed Record Structure 45
 Header Record Structure 44
 INDEXATION format 46
 Indexation section 49
 INFLATION format 46
 Inflation section 50
 Lease section 50
 LEASE_HEADER 45
 Log section 51
 LOG_HEADER 45
 Main Structure 44
 Portfolio section 48
 PORTFOLIO_HEADER 45
 Property section 48
 PROPERTY_HEADER 45
 PROPINT_HEADER 45
 RGROWTH format 46
 RGrowth section 52
 RHIST format 45
 Rhst section 51
 Rules section 49
 STAMPDUTY format 46
 Tenant section 51
 Tenure section 50
 VALRULES_HEADER 45
 Valset section 49

- VALSET_HEADER 45
- Initialisation failure 17
- INVWIN.144 15, 19
- INVWIN.EXE 9, 31
- INVWIN.INI 6, 9, 31
 - AUDITTRAIL section 33
 - CONFIG section 34
 - DATA section 32
 - DataDir 32
 - DBPARAMETERS section 32
 - INVWIN.INI Settings 31
 - LANGUAGE section 33
 - NetFileDir 32
 - QUARTERDAYS section 33
 - REPORT section 33
 - ReportDir 32
 - TemplateDir 32

J

- Japanese Tsubos
 - INVWIN.INI setting 34

L

- Language Settings 33
 - Dictionary file 33
 - Language file 33
 - Language.INI file 31, 33
- Licence.exe 31
- Licensing 15
 - INVWIN.144 15
 - Licence.exe 31
 - Licensing the program 2
 - Lost licence 2
- Lock Violation 18

M

- MSCREATE250 9
- MS-SQL 5, 6
 - Advantages & disadvantages 5
 - Configuration settings 6
 - Convert from a Paradox database v.2.03 9
 - Convert to a Paradox database 10
 - Database upgrade 7
 - DBPARAMETERS 6
 - MSCreate250.sql 6, 9
- MSUpdate204to250.sql 7

N

- NetFileDir 32

O

- ORAUpdate204to250.sql 7

P

- Paradox 5

- Advantages & disadvantages 5
 - Convert from MS SQL database 10
 - Convert to MS SQL database 9
- PISCES Import/Export 43
- Portfolio Owner 26, 27, 28
- Portfolio Security 26
 - Access options 27
 - Can Modify User/Group rights 28
 - Can View Portfolio 27
 - Portfolio owner 26, 27, 28
 - Restricted Access Settings 27
 - Unrestricted Access for All 26, 27
- PROPINTUDEF 35
- PROPUDEF 35

Q

- Quarter Days 33

R

- Readme.txt 31
- Rebdata Folder 31
- Rebuild 10
 - Advanced Options 11
 - Check & fix system tables 11
 - Check & fix the database 11
 - Command 13
 - Create 13
 - Rebuild option 13
 - Rebuild.exe 31
 - Rebuild.ini 31
 - Upgrade data 11
- Report Folder 31
- ReportDir 32, 33

S

- Security 23
 - Portfolio security 26
 - System security 23
- Special Updateable Import
 - INVWIN.INI setting 34
- Structure & Content of Valuation-Capitalisation Folders 31
 - Backup Folder 31
 - BDEInstaller Folder 31
 - Data Folder 31
 - INVWIN.EXE 31
 - INVWIN.INI 31
 - Licence.exe 31
 - Readme.txt 31
 - Rebdata Folder 31
 - Rebuild.exe 31
 - Rebuild.ini 31
 - Report Folder 31
 - Templates Folder 31
 - Tutil32.dll 31
- Supervisor 1, 2, 23, 25, 26, 27, 28, 37
- Supervisor Status 2
- Support Agreement 2
- Support Team 2, 15, 17
- System Administration 5
- System Administrator 1, 2, 23, 25, 26, 27, 28, 37

- System Defaults 37
 - Assumptions 37
 - Audit trail 40
 - System security 23
 - Templates 38
- System files 31
- System Security 23
 - Default user name & password 23
 - Group setup 25
 - Portfolio security 26
 - Security settings 23
 - System Supervisor 23
 - User setup 24
- System Settings 37
 - Assumptions 37
 - Audit trail 40
 - Security 23
 - Templates 38
- System Supervisor 1, 2, 23, 25, 26, 27, 28, 37

V

Version Numbering 2

T

- Table initialisation error 17
- TemplateDir 32
- Templates 38
 - Enable Template Portfolio 38
 - Template Folder 31
 - Template Portfolio 38
- Troubleshooting 17
 - Corrupt Database Tables 18
 - Corrupt database tables 18
 - General System Setup 17
 - Index out of Date 18
 - Initialisation failure 17
 - Lock violation 18
 - Lost licence 2
 - Table initialisation error 17
 - Too many network users (-67 error) 19
- Tsubos
 - INVWIN.INI setting 34

U

- Updateable Import 52
 - Example File 59
- Upgrade
 - Converting between database types 9
 - Upgrade database (MS-SQL) 7
 - Upgrade database (Paradox) 11
- User defined fields 35
- User Preferences 37, 38
 - Enable Template Portfolio 38
- USERDEF.INI 35
- Users 24
 - Active 25
 - Last Access Date 25
 - Member of Groups 25
 - Notes 25
 - Password 25
 - Reset User Preferences to Defaults 25
 - Supervisor 25
 - User Created At 25
 - User Name 24

