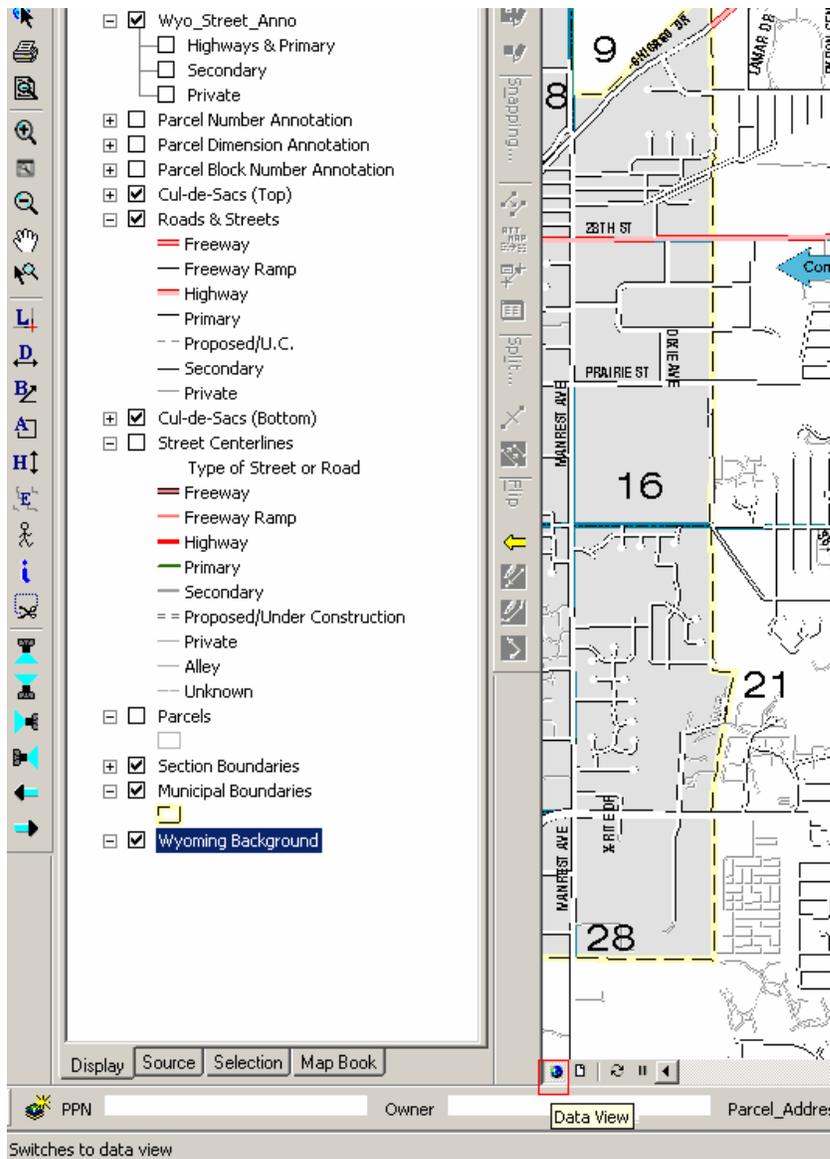**REGIS QuickReference**
How to Create a Comparable Sales Map

This REGIS QuickReference Sheet describes the step-by-step process for creating a Comparable Sales Map created for many of the assessors within REGIS using ArcVIEW 9.3. These instructions are based on the user already having the Project created for them by REGIS Staff. This process uses the City of Wyoming project.
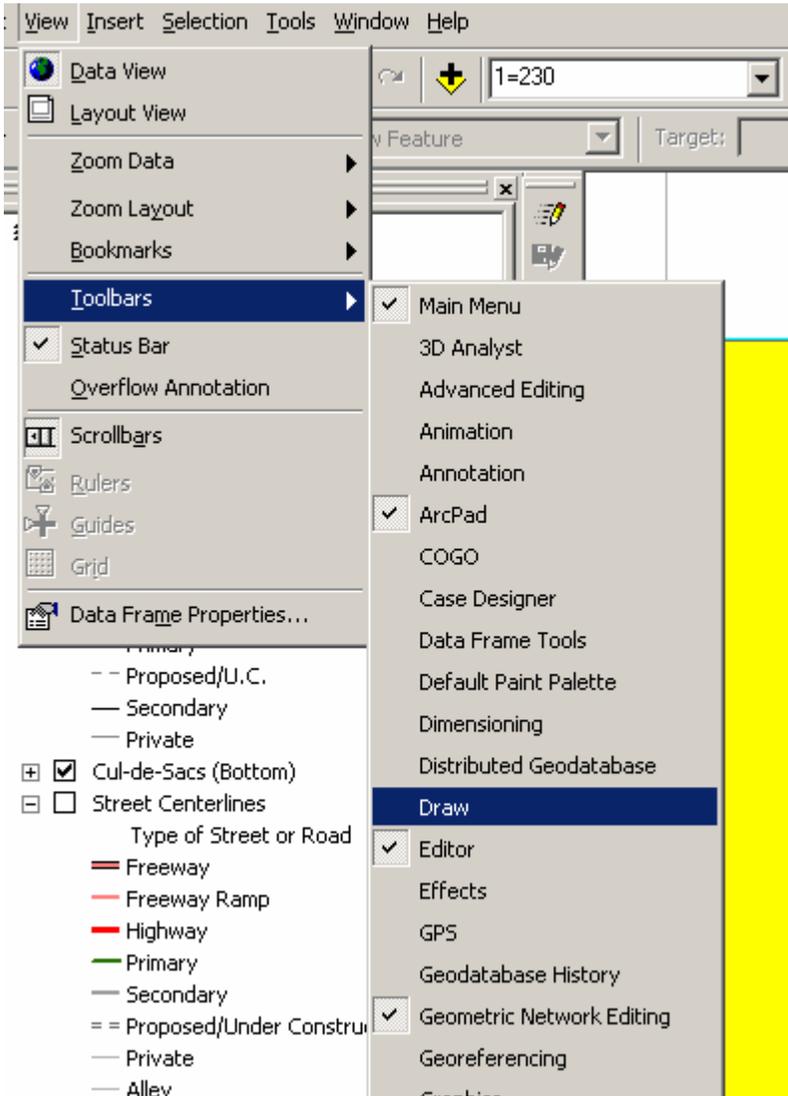
1. Open the Commercial-Industrial Comparables Sales Map project.

2. Verify you are in the **Data View**.

3. In the **REGIS** toolbar type in the Subject parcel number in the **PPN** search box.
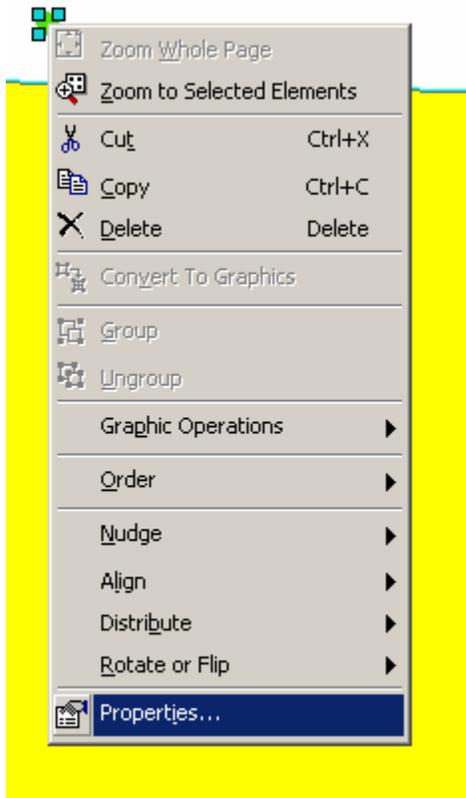

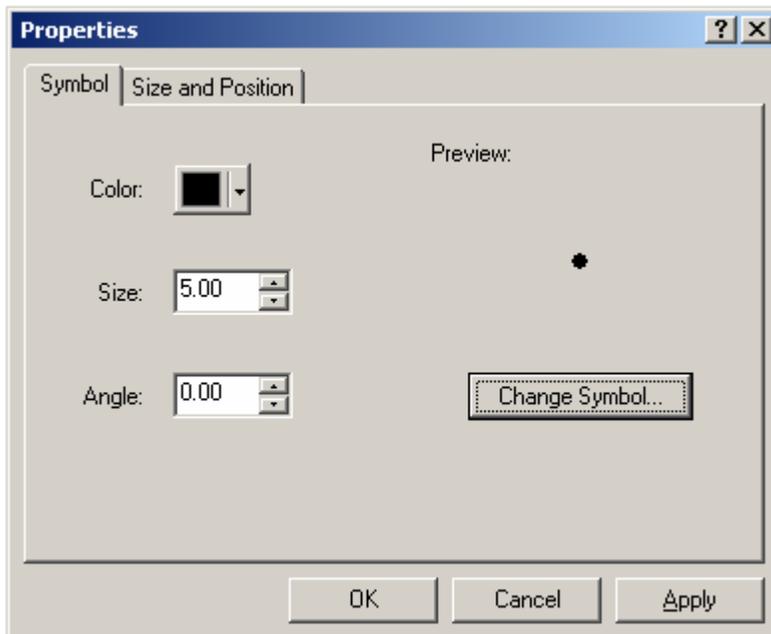4. This will zoom you to the Subject parcel. Go to View>Toolbars>Draw> to open the Draw toolbar.

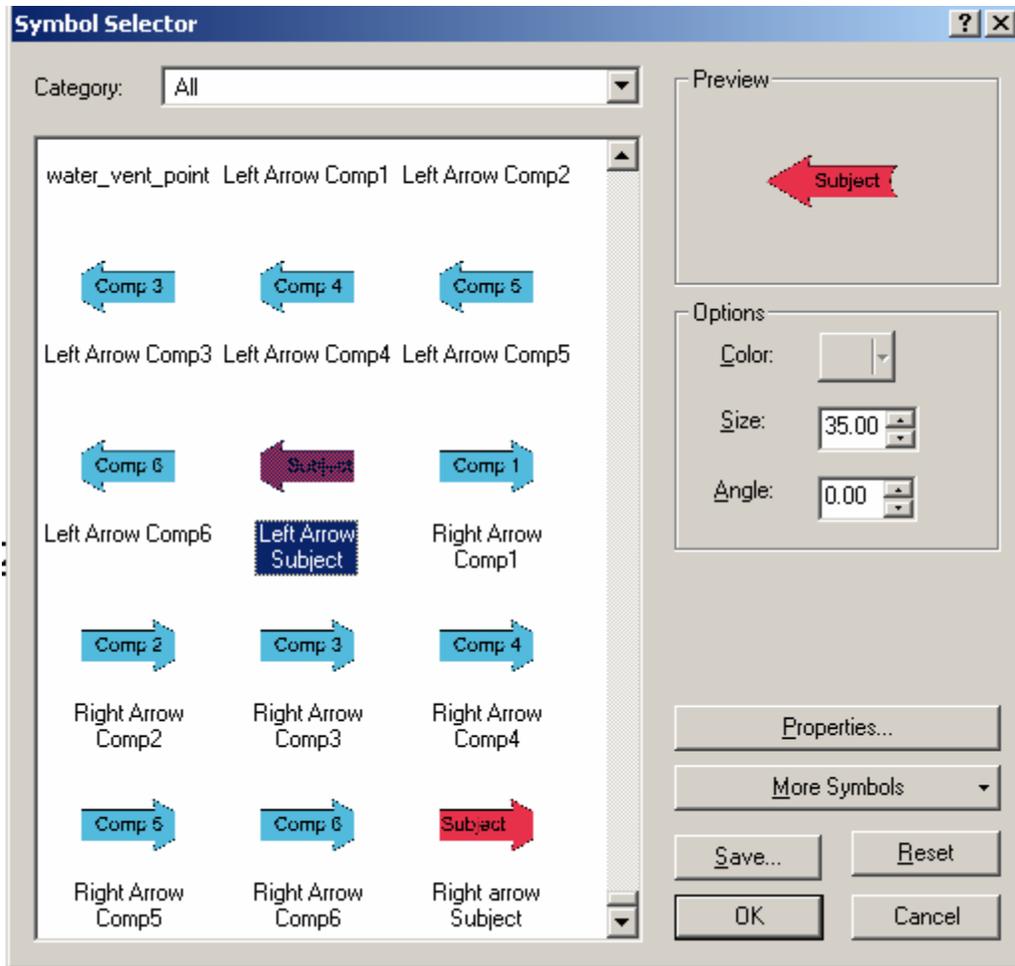5. Click on the **New Marker** button. Add a point to the Subject parcel.

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6.   Right-click on the new point and click on **Properties**.

Zoom Whole Page		
Zoom to Selected Elements		
Cut	Ctrl+X	
Copy	Ctrl+C	
Delete	Delete	
Convert To Graphics		
Group		
Ungroup		
Graphic Operations	▶	
Order	▶	
Nudge	▶	
Align	▶	
Distribute	▶	
Rotate or Flip	▶	
Properties...		

7.   This will open the **Propertie**s of the symbol. Click on **Change Symbol**.

Properties

Symbol | Size and Position

Preview:

Color: ■ ▼

Size: 5.00

Angle: 0.00

Change Symbol...

OK   Cancel   Apply

8. This will open the **Symbol Selector** box. Find the Subject
Arrows. Pick either the **Right Arrow Subject** or **Left Arrow Subject**
symbol. Click on **OK** and then **OK** again. This will change the symbol for the
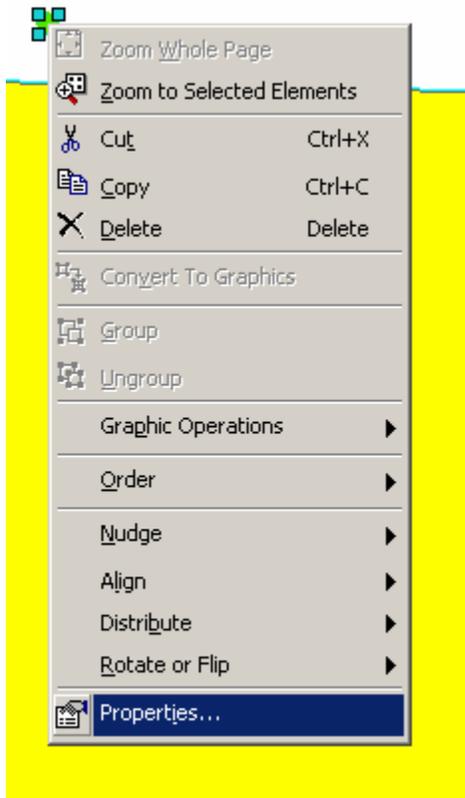Subject parcel.

9. In the **REGIS** toolbar type in the Comp1 parcel number in the **PPN** search box.
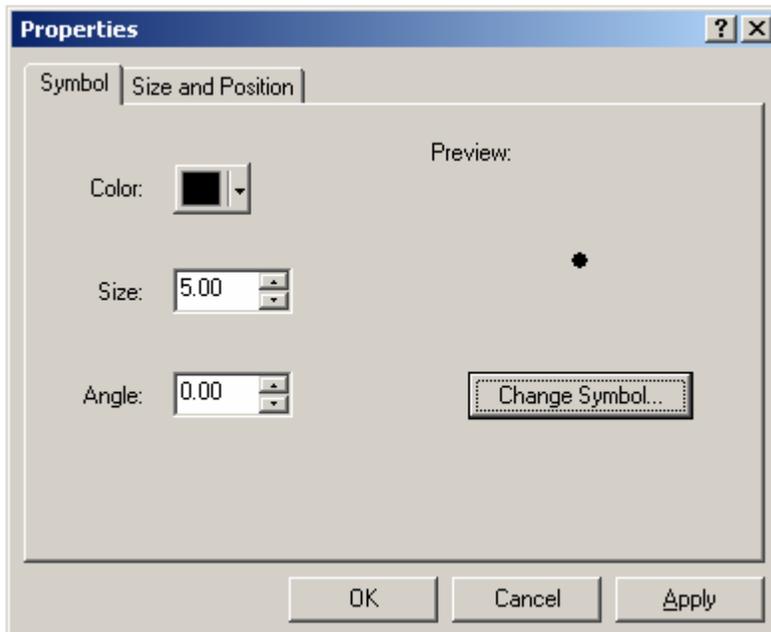

10. This will zoom you to the Comp1 parcel. From the **Draw** toolbar click on the
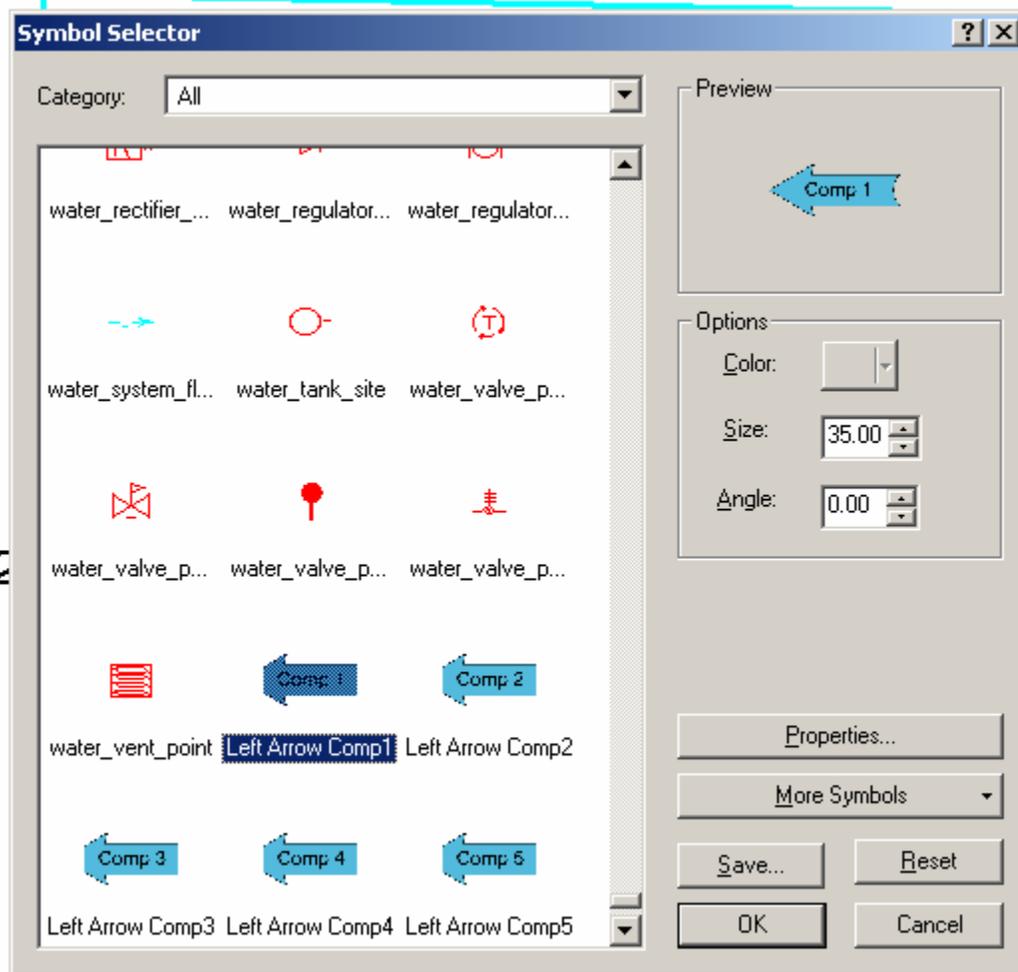**New Marker** button and add a point.

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11. Right-click on the new point and click on **Properties.**

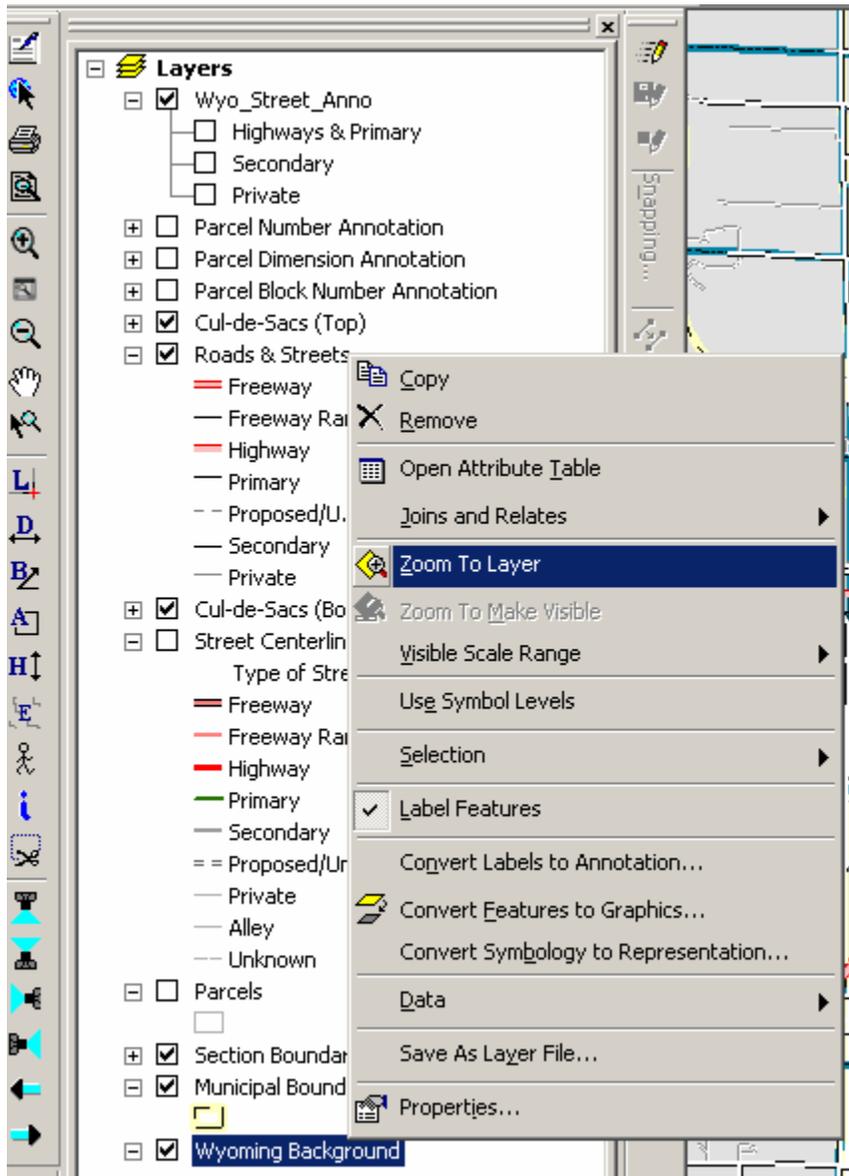12. This will open the **Properties** of the symbol. Click on **Change Symbol**.

13. This will open the **Symbol Selector** box. Find the Comp Arrow symbols. Pick either the **Left Arrow Comp1** or **Right Arrow Comp1**. Click on **OK** and **OK** again. This will change the symbol for the Comp1 parcel.
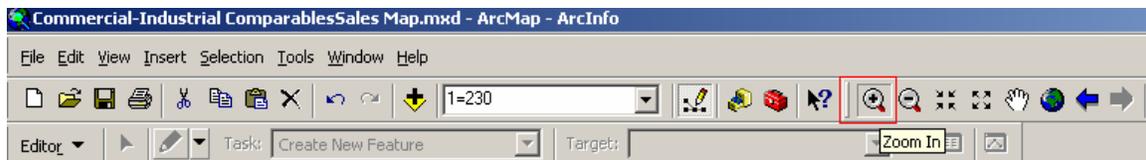

14. Repeat steps 9-13 to add in the remaining Comp parcels.

15. In the Table of Contents uncheck the Parcels layer. Right-click on Wyoming Background and click on Zoom To Layer.

16. Use the **Zoom In** tool from the Tools toolbar to zoom to the Subject and Comp Parcels.

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17. Switch to the Layout View.