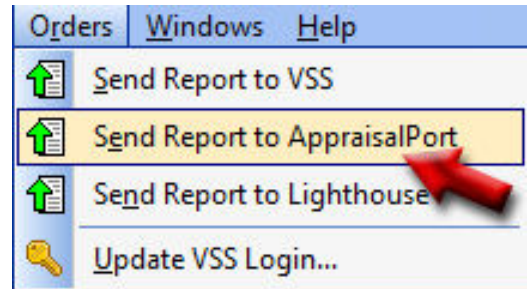


How To Convert Your Appraisal Report To An .ENV file:

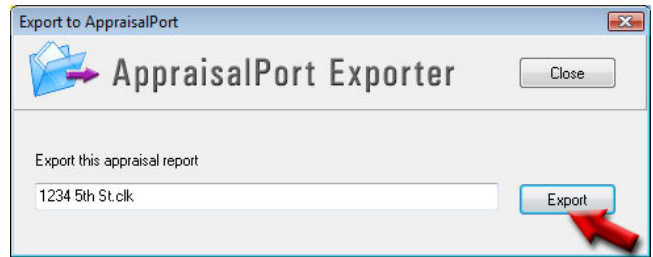
Please note that you will need to purchase the AppraisalPort Module in order to access this service.

With your ClickForms report open:

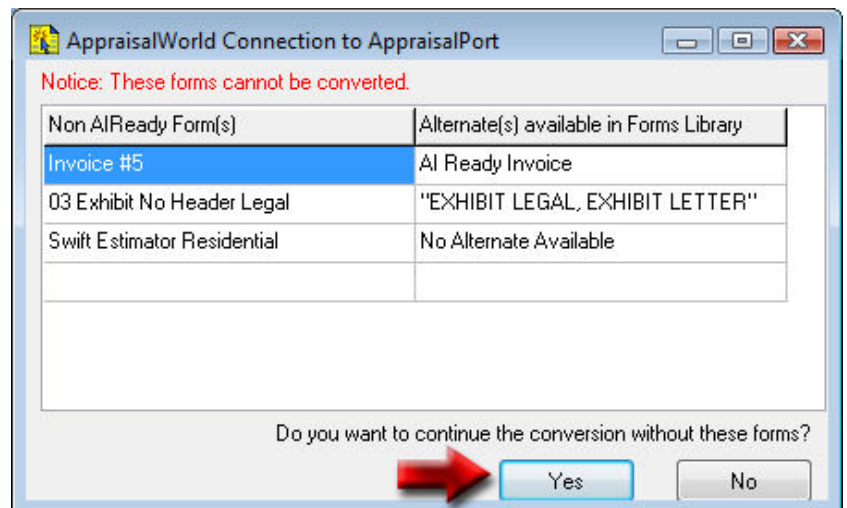
1. Click the "Orders" Menu item and select the "Send report to AppraisalPort" option.



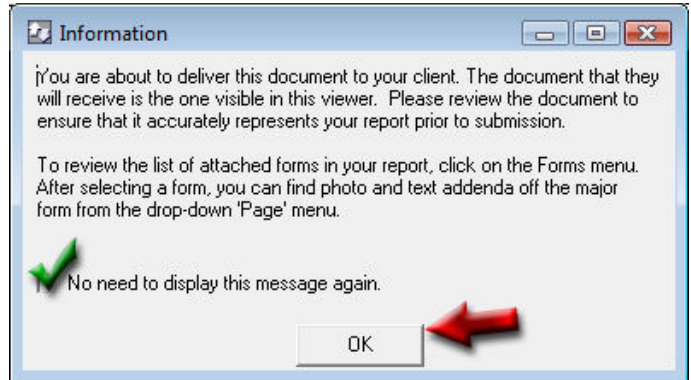
2. Click the "Export" Button to continue with the export.



3. If there are any forms that AppraisalPort will not accept, a notice window will appear. Click "YES" to continue without those forms listed, or click "NO" to exit the conversion and add the alternate form if one is available.



4. A popup will appear to notify you that the report is about to be delivered. Click the checkbox to not be notified again (optional) then click "OK".



5. Once the report has been loaded into the OADI upload window click the "SAVE" button to create and save your .ENV file.



6. Enter the file name for your .ENV file then click "SAVE".

You will see a new ICON in the location you saved the .ENV file to.

