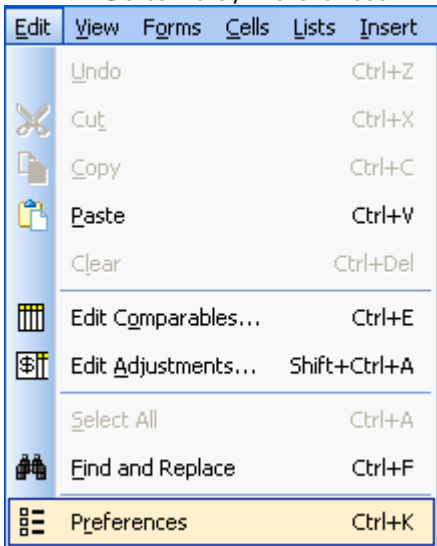


Edit License Settings Instructions

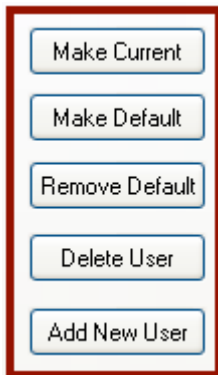
1. Go to Edit , Preferences



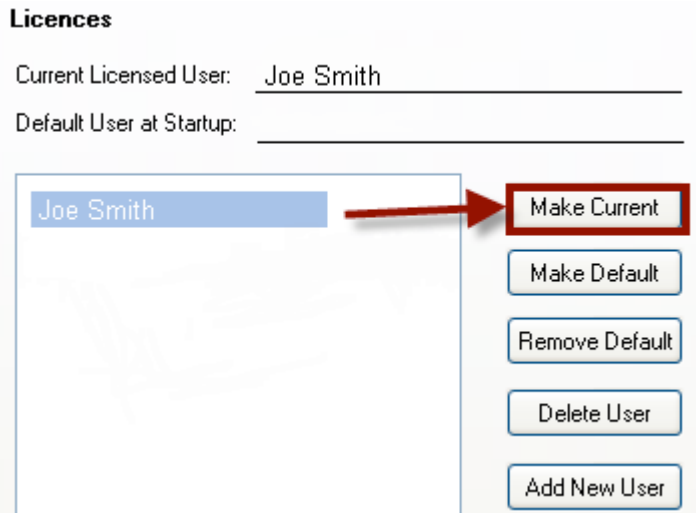
2. In the Users section select Licenses



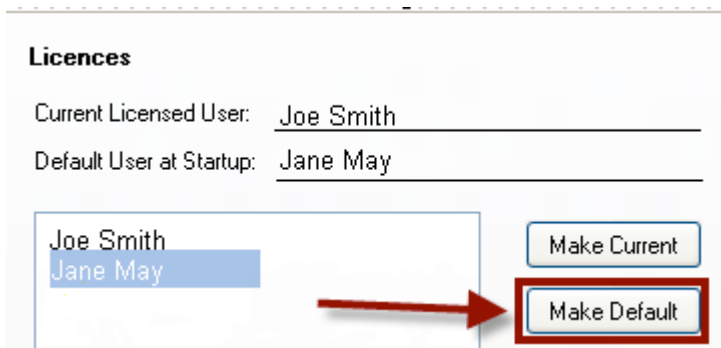
3. You have five options in this section, Make Current, Make Default, Remove Default, Delete User, and Add New User



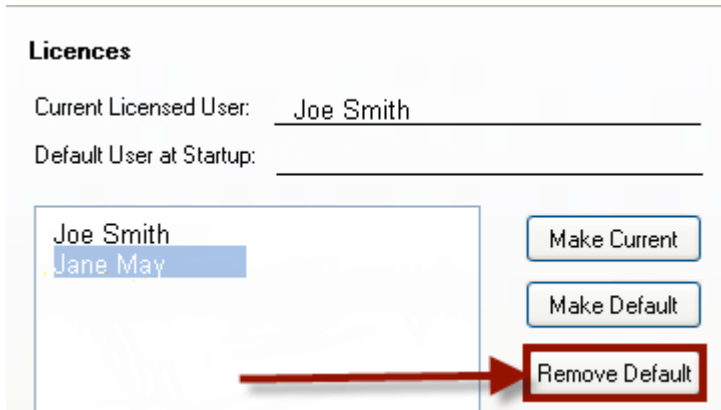
3. To Make Current, Select the User and click on the Make Current button (Note: User must be a licensed and registered user) Click Apply, Click OK.



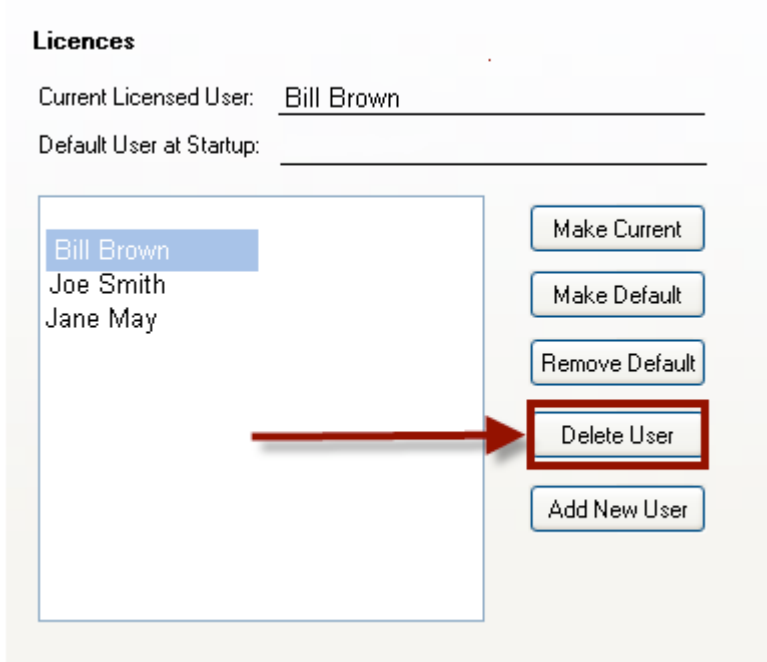
4. To Make Default, select the user and click on the Make Default button, Click Apply, Click OK.



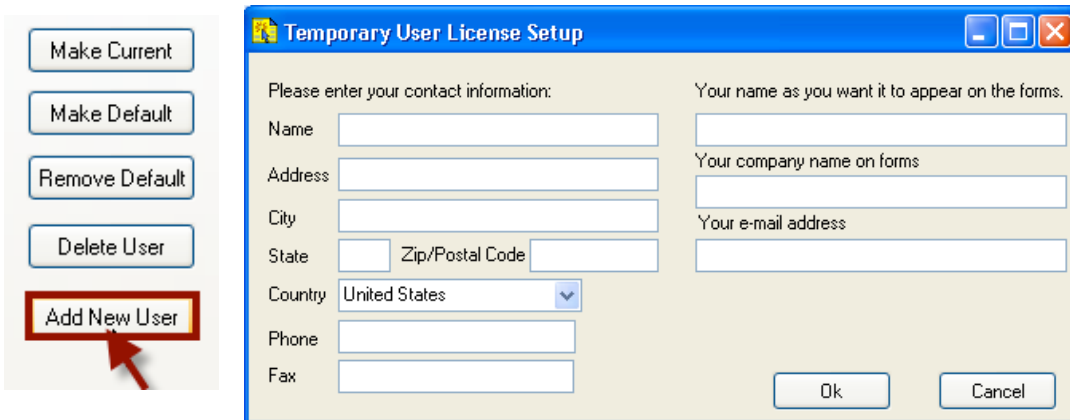
6. To remove the default user, select the defaulted user and click on the Remove Default button, Click Apply, Click OK.



7. To Delete User, select the user and click on the Delete User button, Click Apply, Click

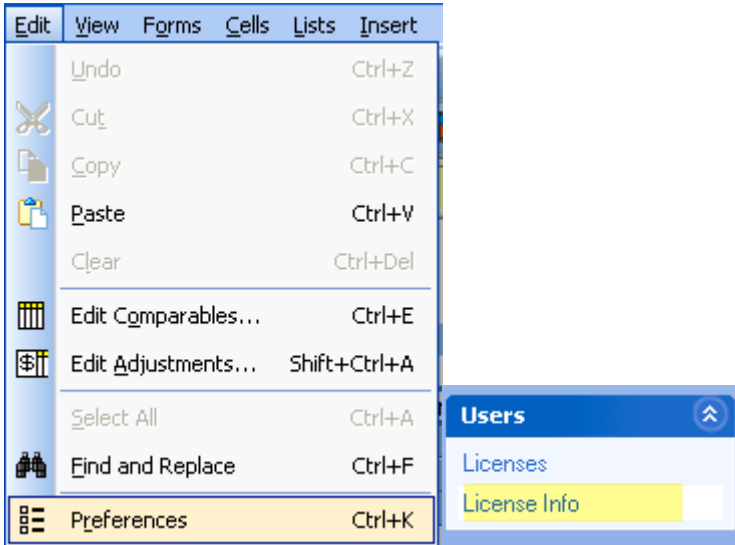


8. To add a new user click on the Add New User Button, Fill out the information cells then click on OK.



To edit the user's state license/certification expiration date or enter the appraiser's State License/Certification number

1. Go to Edit, Preferences, in the User sections click on License Info



2. Select User, Select State License or Certification and enter the number and the expiration date.

License and Certification Information

Bill Brown
Joe Smith
Jane May

Please enter your Appraisal License or Certification information

Use: Appraisal Certification No.

State #1 Cert No.: Expires

Use: Appraisal License No.

State #1 Lic. No.: Expires

Note: Changes will take effect when you restart ClickFORMS or switch active users

3. Click on Apply, click on OK.