

### **How to Export and Save in AI Ready**

**To export and save the report from ClickForms in AI Ready (.ENV) format please follow the steps below:**

- Go to Orders and select Send to AppraisalPort.
- Click Export which should open the FNC Uploader window.
- Click the "Save" button to save the .ENV file.

**To create PDF of your report please do the following:**

- Open your ClickForms report.
- Click the File menu and select the Create PDF option.
- Enter a file name for the PDF then click Save.

Then attach the 2 files to a newly created email to send to your client.