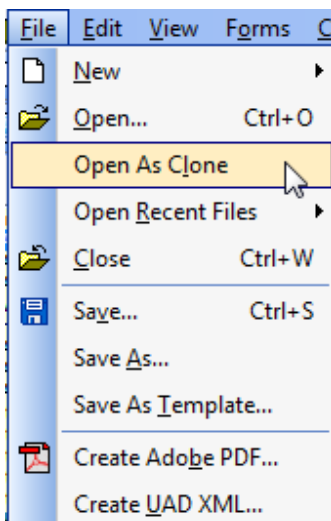


How to Clone a Report into a UAD Compliant Report:

Click FILE> Open As Clone as you always have, and select the report you would like to clone.



If your UAD Compliance preference is set to ask, you will see



To open the report in compliance with UAD, click YES.

ClickFORMS Quick Start Guide

Since the report is not yet UAD Compliant, most UAD cells will appear orange:

The screenshot shows the ClickFORMS application window with a menu bar (File, Edit, View, Forms, Cell, Lists, Insert, GoTo, Tools, Services, Orders, Windows, Help) and a toolbar. The main form is divided into two sections: 'SUBJECT' and 'CONTRACT'. The 'SUBJECT' section includes fields for Legal Description, Assessor's Parcel#, Tax Year, R.E. Taxes, Neighborhood Name, Map Reference, Census Tract, Census, Occupant (Owner checked), Fee Simple (checked), Leasehold, Other (describe), Property Rights Appraised (checked), PUD, HOA, per year, per month, Assignment Type (Purchase Transaction checked), Refinance Transaction, Other (describe), Lender/Client (Wells Fargo Bank, N.A.), Address (Maple Grove, MN 55369), and a question about whether the property is currently offered for sale. The 'CONTRACT' section includes fields for Contract Price (\$129,900), Date of Contract, Is the property seller the owner of public record? (checked), Data Source(s) (Emapsplus.com), and a question about financial assistance. Several cells in the form are highlighted in orange, indicating non-compliance. A note at the bottom states: 'Note: Race and the racial composition of the neighborhood are not appraisal factors.'

Tab into, or click on the orange cells to either correct the information, or invoke the dialog to enter the information.