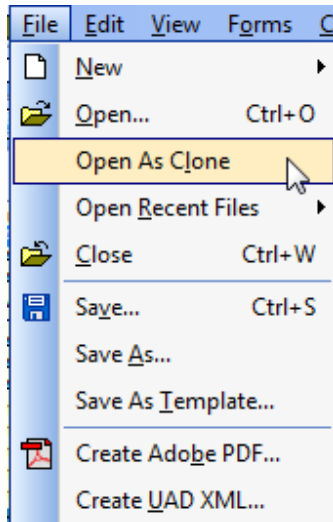


How to Clone a Report into a UAD Compliant Report:

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, Fee Simple, Leasehold, Other, Property Rights Appraised, Fee Simple, Leasehold, Other, Assignment Type, Purchase Transaction, Refinance Transaction, Other, Lender/Client, Address, and a question about whether the property is currently offered for sale. The 'CONTRACT' section includes fields for Contract Price, Date of Contract, and a question about whether the property seller is the owner of public record. 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.'

Section	Field	Value	Status
SUBJECT	Legal Description		Legal Description
	Assessor's Parcel#	0123456789876543210	
	Tax Year	2008	
	R.E. Taxes \$	827.50	
	Neighborhood Name	AnyWhere	
	Map Reference	See Attached Map	
	Census Tract	Census	
	Occupant	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant	
	Special Assessments \$	N/A	
	PUD	HOA \$	
CONTRACT	Property Rights Appraised	<input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe)	
	Assignment Type	<input type="checkbox"/> Purchase Transaction <input checked="" type="checkbox"/> Refinance Transaction <input type="checkbox"/> Other (describe)	
	Lender/Client	Wells Fargo Bank, N.A.	
	Address	, Maple Grove, MN 55369	
	Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Report data source(s) used, offering price(s), and date(s)	See comments - Subject Data Sources Used	
	Did you analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed.	See comments - Contract Analysis	
	Contract Price \$	129,900	
	Date of Contract		
	Is the property seller the owner of public record?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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