How to Deliver a UAD Compliant XML

1. To begin the **New Deliver UAD Appraisal** function, click **File > Deliver UAD Appraisal**.

If you are creating a Non UAD Report, such as a 1025 or 1004C, click File > Deliver MISMO Appraisal.



- 2. Select the Delivery Method choose either **Save the appraisal to my Desktop** or **Upload the appraisal to:** and mark **StreetLinks** or **Appraisal Port**. Other vendors will be added as we progress.
 - Auto Advance to Next Process: will allow the workflow to function with minimal input from the User.
 - **Display PDF for Final Review:** will display the PDF after it's created.
 - Protect PDF File: will enforce the standard ClickFORMS PDF Protection.

Prepare Appraisal Order for Delivery		NUCHTON, SHOW DON'T ALLESS		
Select Delivery Method and Recipient			Next	Cancel
Save the appraisal to my Desktop	Auto Advance to Next Process			
 Email the appraisal to my client 	Display PDF for Final Review			
 Upload the appraisal to: 	Protect PDF File			
StreetLinks	Appraisal Primary Form:	FNM 1004		
AppraisalPort Clear Capital	UAD Formatted:	Yes		
	MISMO XML Version:	MISMO 2.6 GSE		
PCV Murcor				
ValueLink				
Landmark				
				.4

3. This will tell you what type of files are to be created. If you need to change them, do so here, but for the most part this should be your default for UAD reports.

Non UAD reports, like the 1025, will have the second checkbox checked.

Prepare Appraisal Order for Deli	🎦 Prepare Appraisal Order for Delivery						
Specify the Appraisal "Package	e" contents	Next	Cancel				
The Appraisal "UAD Package" v	vill consist of the following file(s):						
📝 XML File (UAD Format)	Required for forms: 1004, 1073, 1075 and 2055						
🕅 XML File	Required for forms: 1004C, 1025, 2090 and 2095; (available for all forms)						
ENV File	Required by AppraisalPort and some AMCs						
V PDF File	Required by GSEs to be embedded into XML file						
			ii.				

4. This is the standard ClickFORMS File Selection option.

Files that are *unchecked* **will not** be reviewed or included in the PDF.

PLEASE NOTE—ALL COMPS ARE INCLUDED IN THE XML.

👔 Prepa	e Appraisal Order for Delivery	6.	OTONIA DI RED DICHI AL REEL	10725-54.5e	- O X
Select	the forms to be included in the Appraisal Report			Next	Cancel
Include	Report Form Name				
	FIRREA Certification Certification		1		
	FNMA 1004MC				
	Invoice				
	FNMA 1004				
	Extra Comps 4-5-6				
	FNMA 1004 Certification				
	Location Map				
	Plat Map				
	Sketch				
	Photo Subject				
	Photo Subject Extra	-	3		
	Photo Subject Extra				
	Photo Subject Extra				
	Photo Comparables 1-2-3				
	Photo Comparables 4-5-6				
	Bradford Technologies				
	Bradford Technologies				
	UAD Definition of Terms				
	Comparable Rent				
	Operating Income Page 1				
	Supplemental REO 2008				
	Location Map				
	Location Map	-	•		

If Auto Advance has been turned on, your images will be automatically optimized.
 If not, click the Reduce Image Size button to optimize the images, or click Next to skip optimization.

🚯 Prepare Appraisa	Order for Delivery		1.0	6664072AAL6	4 100 DOM A	#5609725A		x	
Optimize Images	to Reduce File Size					Next	Cancel		
	Reduce Image Size Original Size: 73K New Size:								
			Total Original Imag	ge Size: 2652K					
	Capist		Total file size r	educed by:					
		2	2	1 4			7		
Images in Report			3						
Page Name	Location Map	Plat Map	Photo Subject	Photo Subject	Photo Subject	Photo Subject Extra	Photo Subject Extra	P۲	
Size	73K	14K	13K	15K	14K	18K	19K	13	
Туре	JPG	TIF	JPG	JPG	JPG	JPG	JPG	JP	
Width x Heigth	81081239	810x540	527x395	527x395	527x395	527x395	527x395	52	
Color	24 bits	1 bits	24 bits	24 bits	24 bits	24 bits	24 bits	24	
	III							In the second secon	

If you skip image optimization, please answer Yes to the following popup to proceed, or No to return.



 This is the Standard ClickFORMS Errors and Omissions review. Make any necessary changes, and then click **Re-Review**.

PLEASE NOTE—ANY CRITICAL ERRORS MUST BE RESOLVED BEFORE MOVING ON!

👔 Prepare Appraisal Order for Delivery							
Errors and On	Errors and Omissions Review Cancel						
Form	Pg	Cell	Error Message	Locate			
FNMA 1004	1	25	PUD: HOA Fees indicated - PUD box not checked.		Re-Review Collapse Window		
FNMA 1004	1	45	CONTRACT PRICE: Below the Opinion of Market Value				
FNMA 1004	1	113	STREET (PUBLIC/PRIVATE): No check box checked.		Review Generated:		
FNMA 1004	1	143	BASEMENT: Text entered in Basement Area - Full or Partial needs to be				
FNMA 1004	1	143	BASEMENT: Text entered in Basement Area - Full or Partial needs to be		35 Warning(s)		
FNMA 1004	1	182	FIREPLACE(S) #: No check box checked.				
FNMA 1004	1	186	POOL: No check box checked.		U Critical Error(s)		
FNMA 1004	1	188	WOODSTOVE(S) #: No check box checked.				
FNMA 1004	1	190	FENCE: No check box checked.				
FNMA 1004	1	192	PORCH: No check box checked.				
FNMA 1004	1	202	CARPORT: No check box checked.				
FNMA 1004	2	13	SUBJECT CITY/STATE/ZIP: Does not match Subject City/State/Zip on				
FNMA 1004	2	235	DATE OF PRIOR SALE/TRANSFER - SUBJECT: Missing				
FNMA 1004	2	236	PRICE OF PRIOR SALE/TRANSFER - SUBJECT: Missing				
FNMA 1004	2	239	DATE OF PRIOR SALE/TRANSFER - COMP1: Missing				
FNMA 1004	2	240	PRICE OF PRIOR SALE/TRANSFER - COMP1: Missing				
FNMA 1004	2	243	DATE OF PRIOR SALE/TRANSFER - COMP2: Missing				
FNMA 1004	2	244	PRICE OF PRIOR SALE/TRANSFER - COMP2: Missing				
FNMA 1004	2	247	DATE OF PRIOR SALE/TRANSFER - COMP3: Missing				
FNMA 1004	2	248	PRICE OF PRIOR SALE/TRANSFER - COMP3: Missing				
FNMA 1004	2	258	STATUS OF APPRAISAL: No check box checked.				
FNMA 1004	3	31	LESS FUNCTIONAL: Missing				
FNMA 1004	3	33	LESS EXTERNAL: Missing		•		

When you are satisfied, click **Next**.

If you have warnings remaining, please answer **No** to this popup to proceed, or **Yes** to return.



This is where the XML file is created, reviewed, and then validated.
 Errors will appear in RED and should be corrected.
 If not, they may impact the Lender's ability to submit to the UCDP.
 After the corrections are made, click Re-Check XML.

🏠 Prepare Appraisal Order for	Delivery				
Create MISMO GSE 26 XM	L File			(Next Cancel
UAD	XML Review Complete		1004	Re-Check XML C	ollapse Window
Field Label	Data Point	Current Value	Error Message		Suggestion
🛕 Sales Comparison Section	Site (Comp 1)		Adjustment value has been left	blank when the description	The adjustment value should not be
🛕 Sales Comparison Section	Porch/Patio/Deck (Comp 1)		Adjustment value has been left	blank when the description	The adjustment value should not be
🛕 Sales Comparison Section	Site (Comp 2)		Adjustment value has been left	blank when the description	The adjustment value should not be
Sales Lomparison Section	Porch/Patto/Deck (Lomp 3)		Aqustment value nas been lett	Diank when the description	The adjustment value should not be
•					+ .

When all the errors have been resolved, click Next.

If there are errors remaining, please answer **No** to this popup to proceed, or **Yes** to return to the reviewer.



If the Error is severe enough, you may see the following warning, and you will not be able to proceed:



Please send the original ClickFORMS report, the .**CLK file** that you are creating the XML/ PDF from, to UAD@BradfortdSoftware.com.

You will receive a prompt reply.

- 8. This is where the PDF is created and embedded in the XML.
 - If the **Display the PDF file** box is checked, the PDF will display.

Prepare Appraisal Order for Delivery		
Create PDF file of Appraisal Report	Next	Cancel
Display the PDF file	Create PDF	
PDF file successfully created		
		.::

9. This is where the files are Saved.

To save <u>all</u> the XML/PDF/ENV files you just created in the *same folder*, check the box to **Save all files to** and click **Browse**. Browse to the location you wish to save the files to, or create a new folder.

🚯 Prepare Appra	Prepare Appraisal Order for Delivery					
Save the App	aisal Files	Next	Cancel			
☑ Save all file	es to C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\	Browse	Save All			
XML File	ii the PDF is Contained in the Amily line. :\Users\KeithATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml	Save As				
PDF File	:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.pdf	Save As				
ENV File E	NV Directory	Save As				

After you specified the folder, click **OK**, and then click **Save All**.

To save each file to its own folder location, uncheck the checkbox and click **Save As** next to the file type.

👔 Prepare Ap	Prepare Appraisal Order for Delivery						
Save the A	opraisal Files	Next Cancel					
Save all	files to C:\Users\KeithATBX\Documents\My ClickForms\UAD XML Files\ wy of the PDF is contained in the XML file.	Browse Save All					
XML File	C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml	Save As					
PDF File	C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.pdf	Save As					
ENV File	ENV Directory	Save As					

👔 Prepare Ap	oraisal Order for Delivery	
Save the A	praisal Files	Next Cancel
🗖 Save al	files to C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\	Browse Save All
Note: A co	y of the PDF is contained in the XML file.	
XML File	C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.xml	Save As
XML file I	as been successfully saved	
PDF File	C:\Users\Keith.ATBX\Documents\My ClickForms\UAD XML Files\StreetLinksTest_2a.pdf	Save As
ENV File	FNV Directory	Save As
		111

After you see a message that says XML file has been successfully saved, click Next to proceed.

10. Your report has been *reviewed and saved*, the XML has been *created*, *reviewed and validated*, and the PDF *embedded*.

Prepare Appraisal Order for Delivery	
Processing Complete	Close
The appraisal files were successfully saved.	How can we improve the delivery of your appraisals? Send us your suggestions.
	Send Suggestion

- You are now ready to send them to your Client.
- If you would like to leave us a feedback about how we could improve our software so it would serve you even better, please click **Send Suggestion**.

Click **Close** to close the dialog box.