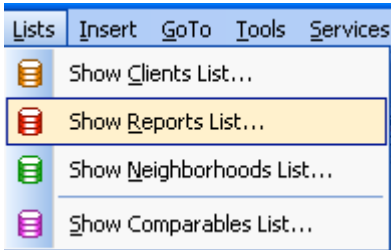


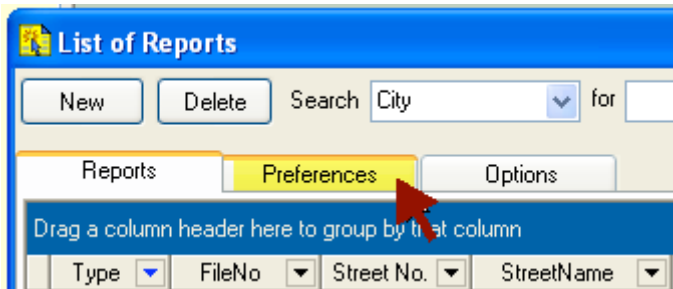
Report List Instructions

To Setup your Report List Preferences:

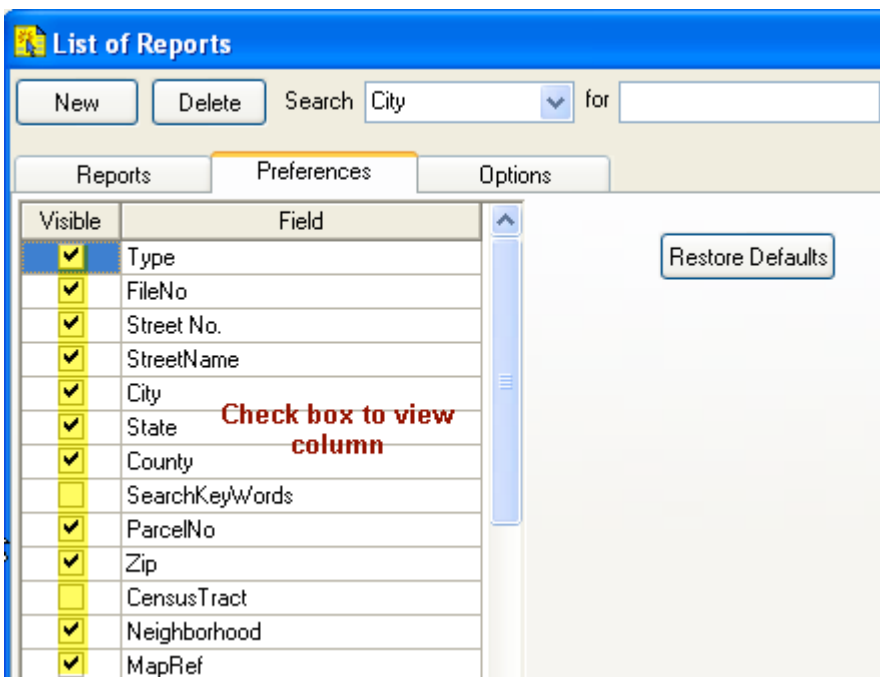
1. In ClickFORMS, Click on Lists>Show Reports list.



2. Click on the preferences tab.

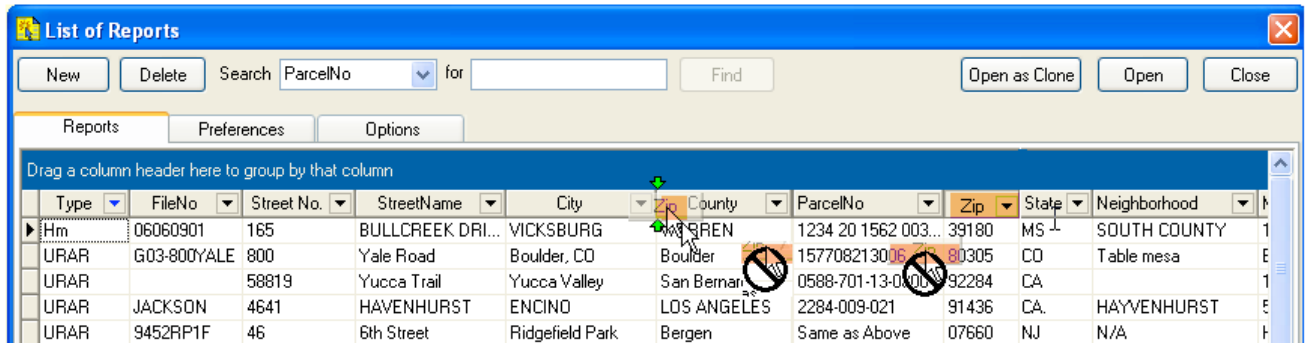


3. In the preferences tab view, you can select/unselect the column fields you wish to have viewable by checking or un-checking the corresponding box next to that columns field name.



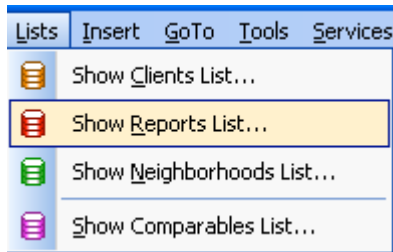
Change the Column Order in your Report List View

You can Change the Order of the Columns by Dragging and Dropping them in to a position

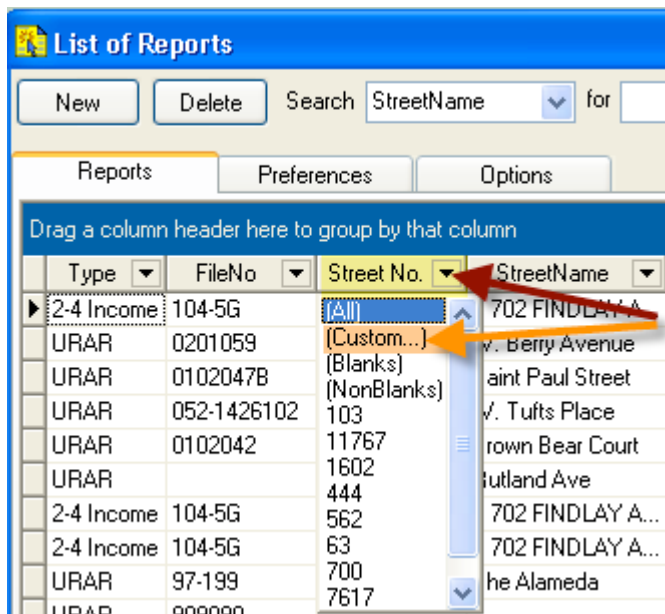


To Perform a Quick Report List Search by using the Auto Filter:

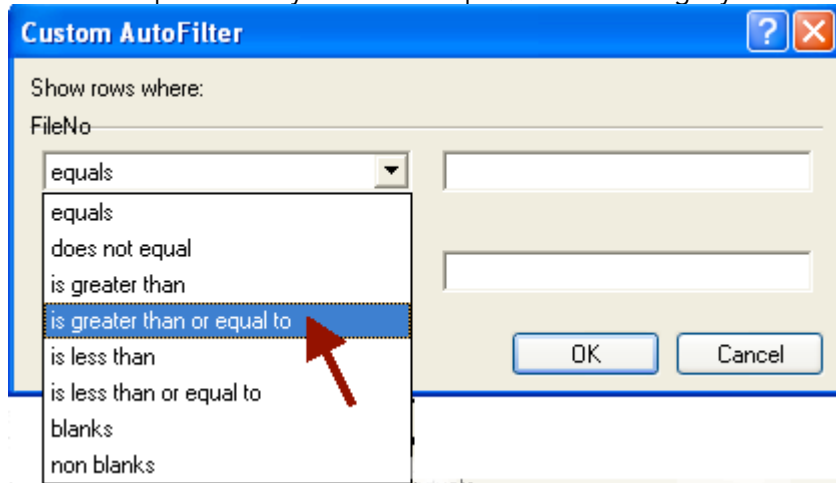
1. In ClickFORMS, Click on Lists>Show Reports List.



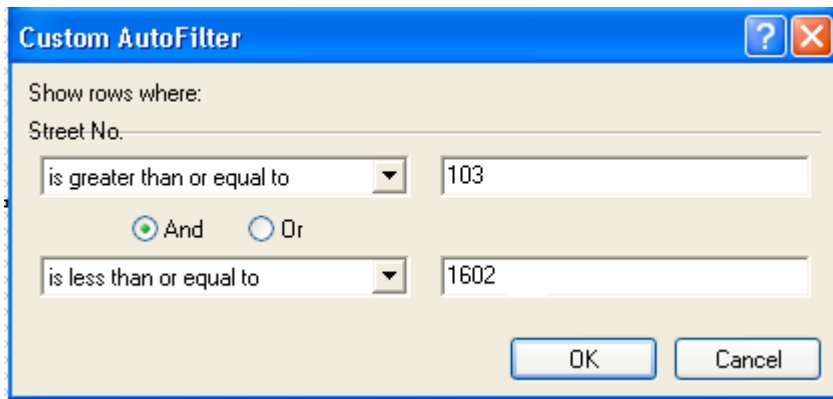
2. In the reports list tab view find the column heading you wish to search by, i.e. street no and click on the down arrow, then click on custom.



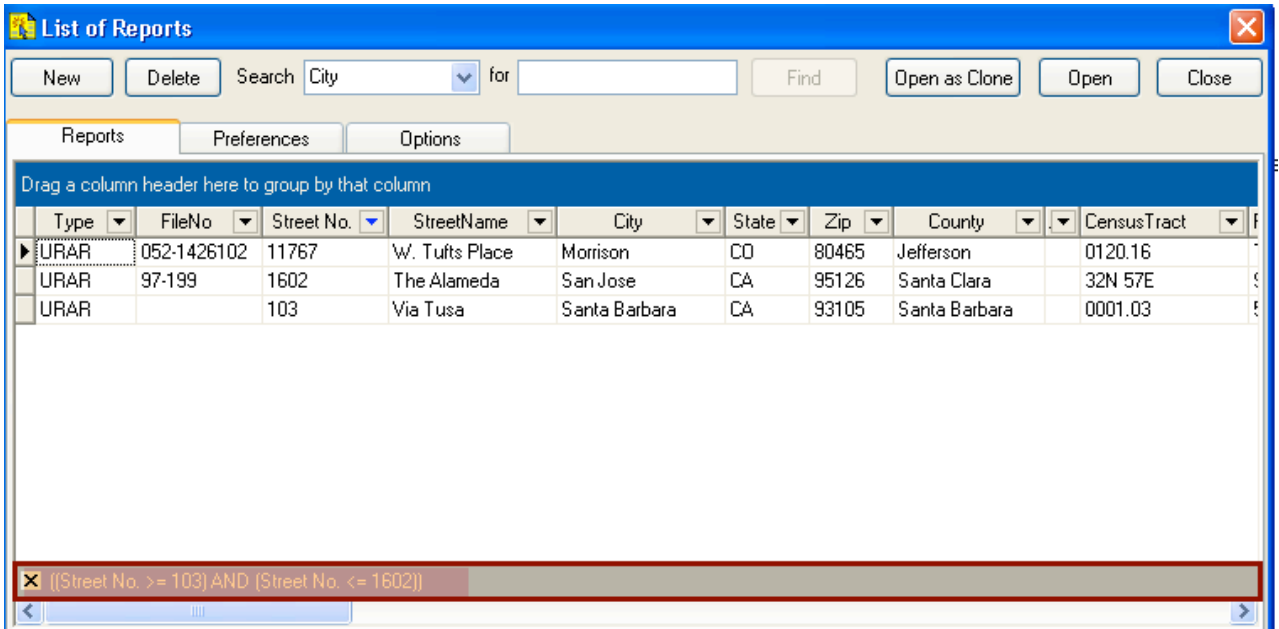
3. In the custom auto filter window, click on the down arrow to select the first comparator for your first or possibly only numeric/alpha search string you wish to search for. Select the comparator for your second alpha/numeric string if you will be entering one.



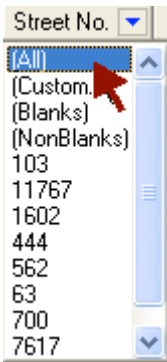
4. Enter the numeric or text values you wish to search for and click [OK]



5. The report list will now only display the reports that were found based on the custom auto filter values you entered.

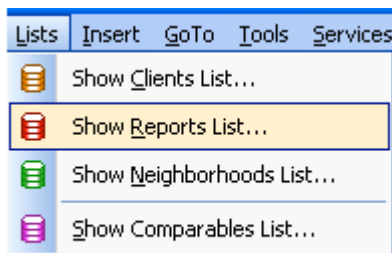


6. After completing reports list search operation, click on the report you wish to open and then click on the [Open] or [Open as Clone] to open that report.
7. Clear the search when finished by clicking on the down arrow again and selecting "All".



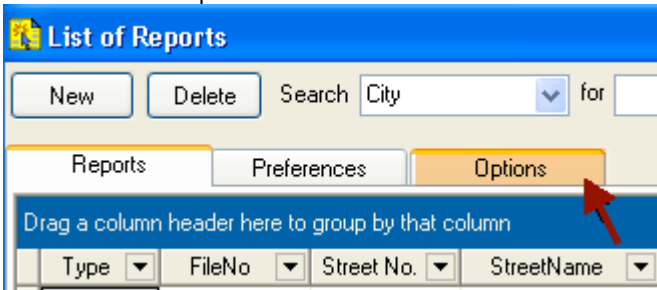
To Export or Print from the Report List:

1. In ClickFORMS, click on lists> show reports list.

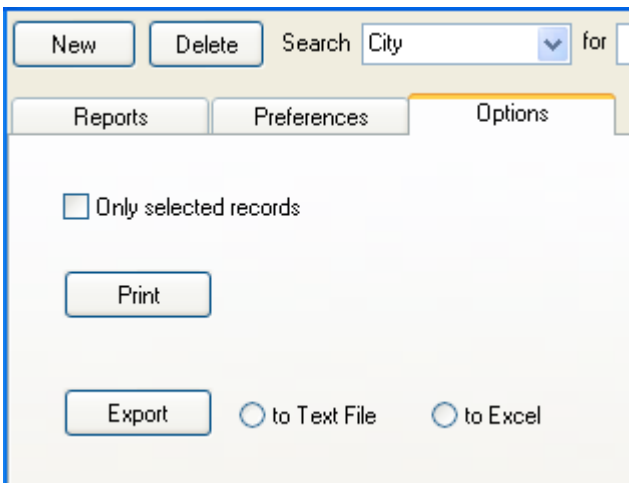


The List Menu

2. Click on the options tab.



Select the Options -



►[Print]

Only Selected Records - Hold down the shift key and click on the records you wish to select. If the only select records box is not checked it will print all the records contained in the Report List

►[Export]

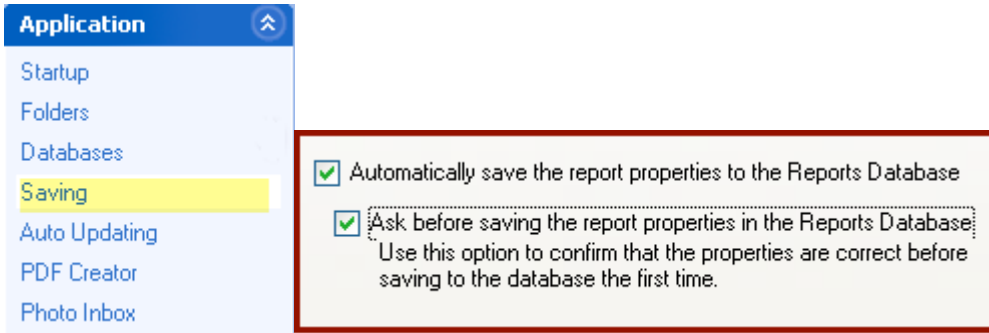
To Text File - This will export all records contained in the Reports List to a Text File i.e. tab delimited (*.txt). If you check the "**Only Selected Records**" **Box**, hold down the shift key and click on the records you wish to export.

To Excel - This will export all records contained in the Reports List to an Excel File i.e. comma delimited (*.xls). If you check the "**Only Selected Records**" **Box**, hold down the shift key and click on the records you wish to export.

5. Click on the [Print] or [Export] buttons once you have selected the Options you wish to use.

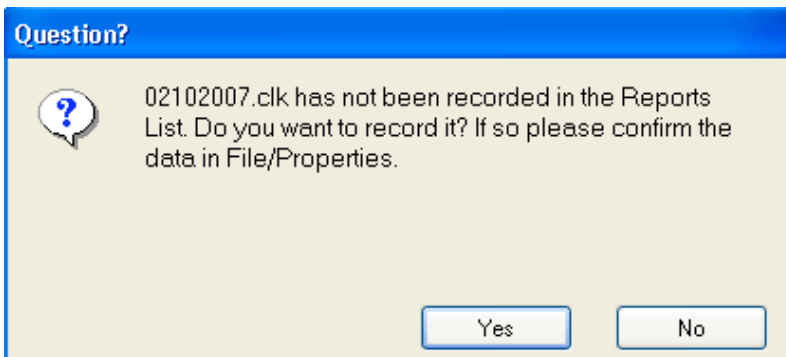
To automatically add Reports to the Reports Database:

1. To set the preference to automatically save the reports to the reports database, go to Edit> Preferences, in the application section click on saving. Check the box to automatically save the report properties to the reports database.



2. By checking the "Ask before saving report....."

When working on a new report or one that has never been added to the reports database when you Exit or Close that Report, you will be asked if you want to add the report to the reports database, click [Yes]



3. When the properties window opens, click on **[Save To Reports List]**.

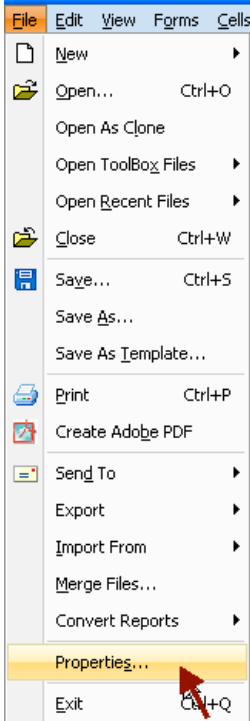
The image shows a 'Report Properties' dialog box with a table of property information. The table has two columns: 'Property' and 'Value'. The data is as follows:

Property	Value
Report Type	2-4 Income
File No	FN-71414
Search Keywords	
Street Number	Bascom Street
Street Name	1456
City	Campbell
State	CA
Zip	95014
County	Santa Clara
Census Tract	
Parcel No	
Neighborhood	
Map Reference	
Total Rooms	10
Bedrooms	4
Bathrooms	2
Gross Living Area	1369
Site Area	4000
Appraisal Date	01/15/07
Appraisal Value	\$875,500
Borrower	Vanessa Sanchez
Client	Yesenia Chevez
Author	Jill Garcia
Date Created	11/14/2005
Last Modified	11/14/2005

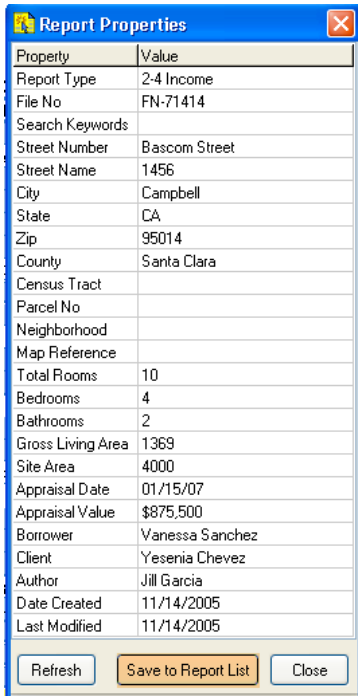
At the bottom of the dialog box, there are three buttons: 'Refresh', 'Save to Report List', and 'Close'.

To manually add Reports to the reports database:

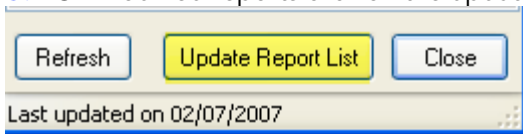
1. For reports that were not previously saved or have been modified, go to File, Properties.



2. When the properties window opens, click on [Save To Reports List].

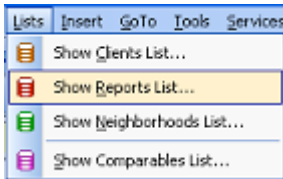


3. On modified reports click on the update report list button.

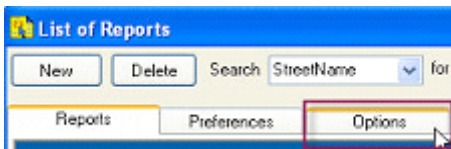


How to create a new Reports Database

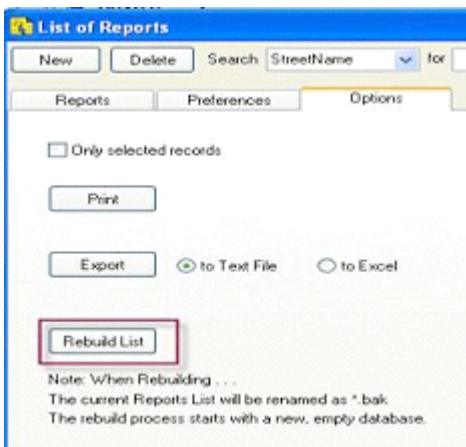
1. In ClickFORMS go to List, show report list.



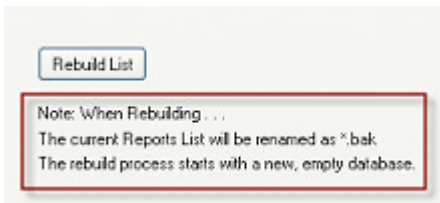
2. Click on the options tab.



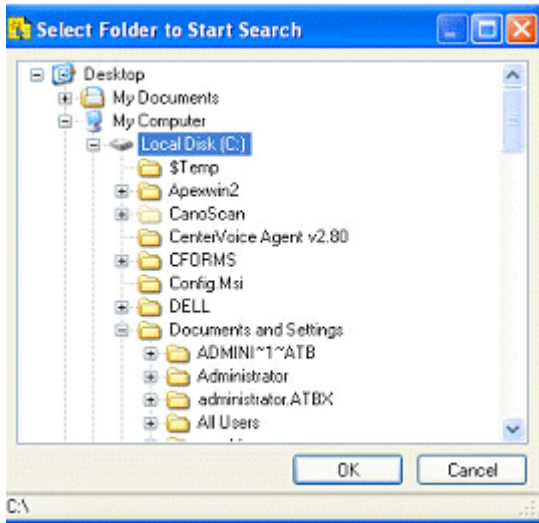
3. Click on the rebuild list button.



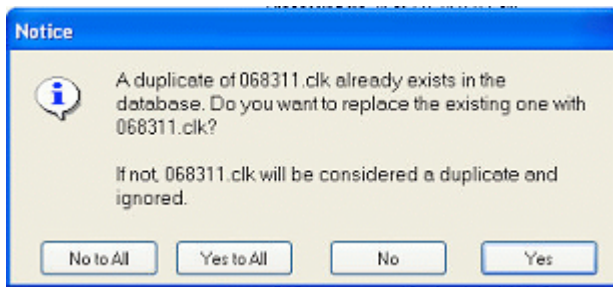
Note: Our current reports will be back up and rename it to reports.bak, should you wish to revert back to it at a later time.



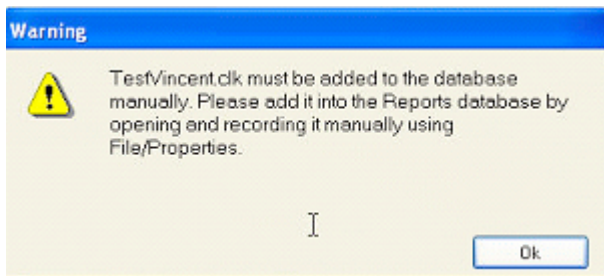
4. Unless you have report stored in different locations, select your local disk (C:\), or shared folder/drive if in a network environment.



5. During the rebuilding process you may receive messages prompting you with the option of replacing duplicates. If you know that there are many duplicates, you should click on **No to ALL**.

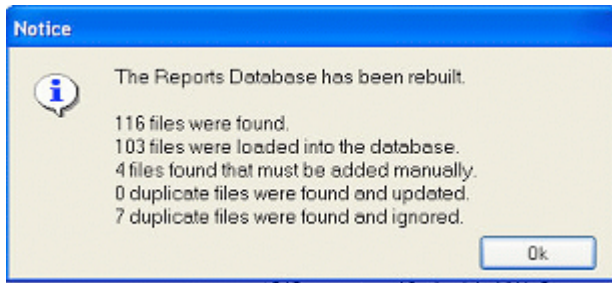


6. A warning message may also appear, that a certain report will need to be add manually into the Reports list



7. You should write down the name of the report to add manually later then Click on OK

8. Once the rebuild process is completed you will see a similar window



9. Click on OK and you now have a new Reports Database.