



Using Flood Maps

This document provides instruction for generating flood maps and importing the maps and flood data into appraisal reports.

| | |
|--|----------|
| Mapping | 1 |
| Setting Default Map Providers | 1 |
| Flood Map Options..... | 1 |
| Generating Flood Maps with FloodInsights | 2 |

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Mapping

The ACI Report program integrates with FloodInsights, an internet based mapping service for flood maps.

Generate flood maps for the subject property and import the finished map directly into a report using FloodInsights. An internet connection is required.

Setting Default Map Providers

Selecting a default provider for flood maps enables the toolbar icon to launch the specified mapping program.

1. Click **Options > Environment > Mapping**.
2. Select the *Flood Maps Provider*.
3. Click **OK** to save the selection.

Flood Map Options

1. Click **eServices > Options**. Click **Mapping** and select **FloodInsights**.
2. Select FloodInsights options and click **OK**.

FloodInsights server URL

The FloodInsights site URL is rmx.riskmeter.com.

FloodInsights backup server URL

The FloodInsights backup site URL is backup.riskmeter.com.

When importing flood information

Leave existing data alone

Retains data already in the report and inserts FloodInsights data in any blank fields.

Overwrite existing report data

Replaces data in the report with FloodInsights data.

When importing text

Change text to Capital Case

Text imports with the first letter of each word capitalized.

Change text to ALL CAPS

Text imports in upper case letters.

Do not change the text

Text imports with FloodInsights formatting.

Change text to all lower case

Text imports in lower case letters.

Change text to Mixed case

Text imports with the first letter of each field capitalized.

Get flood map with FEMA information

Select this option to download both the FEMA information and the map.

Do not prompt when property location is moved

A confirmation prompt is displayed when moving the property location after generating flood data. Selecting this option disables the confirmation prompt. See *Flood Determination* for additional information.

Include flood information on the map

Select this option to include flood data in the map legend.


Property location pointer font

Select the font, style, and size of the location pointer text.

Property location pointer color

Select the location pointer color from the drop-down list.

Generating Flood Maps with FloodInsights

1. Click **Tools > Mapping > FloodInsights**, click **eServices > Flood Maps > FloodInsights**, or click the **Flood Maps** icon () on the toolbar.
2. If prompted, enter the *Web Product Permission Password*. (This is the flood map password created at the time of purchase.) Click **OK** to generate the map.

NOTE: Report remembers the password for future use.

Map Tasks

Click **Accept Map** to include the map and data in the current report.

Click **Reject Map** to discard the map and return to the current report.

View Tasks

Click **View Actual Size** to default the page view to 100%.

Click **View All** to default the page view to the entire map with all properties.

Click **Fit Width** to default the page view to the width of the screen.

NOTE: The selected view scale becomes the default view for the next map created.

Subject Tasks

Click **Edit Text** to edit the current property locator's text.

Click **Change Font** to edit the current property locator's text font.

Click **Change Locator Color** to edit the current property locator's color.

Click **Get Flood Determination** to generate flood data. See *Flood Determination* for additional information.

TIP: Right-click a property to access editing functions.

3. Click **Accept Map** to save the map to the current report, or click **Reject Map** to exit without saving the map.
4. Select the *Overwrite* options and click **OK**.

Imported flood data should

Overwrite existing report data

Replaces data in the report with FloodInsights data.

Leave existing data alone

Retains data already in the report and inserts FloodInsights data in any blank fields.

Text data should be

Do not change the text

Text imports with FloodInsights formatting.

Change text to all lower case

Text imports in lower case letters.

Change text to Mixed case

Text imports with the first letter of each field capitalized.

Change text to Capital Case

Text imports with the first letter of each word capitalized.

Change text to ALL CAPS

Text imports in upper case letters.

5. Select a map page and click **OK** to import the map. Flood data imports to the following fields:

- Zip Code
- Census Tract
- FEMA Special Flood Hazard Area
- FEMA Flood Zone
- FEMA Map #
- FEMA Map Date

Flood Determination

Clicking **Get Flood Determination** or **Accept Map** generates flood data. If the property location is moved after generating flood data, a confirmation prompt is displayed.

Click **Leave the property pointer in its original location** to retain the current flood determination. The property pointer remains in its original location.

Click **Move the property pointer to the new location** to generate a new flood determination. The property pointer moves to the new location.

NOTE: Selecting the option, **Always move the property pointer in the future**, disables the confirmation prompt.

NOTE: Each time a Flood Determination is generated, one transaction is deducted from the Flood Maps total.