



# Using Flood Maps

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

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# Mapping

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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

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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

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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](http://rmx.riskmeter.com).

### ***FloodInsights backup server URL***

The FloodInsights backup site URL is [backup.riskmeter.com](http://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

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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.