



ACI Glossary

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ACI File Format

ACI reports have an extension of .ACI and are standard Rapid files. The Rapid file format facilitates storage and electronic delivery of reports including photos, maps, sketches, signatures, and any related pages in a single .ACI file.

Addendum Writer

In the Report program, many of the standard comment fields have addendum sections linked to them. The addendum writer opens to accommodate the overflow when more text is entered than will fit in the lines of a comment section. The Addendum page is added to the Component List when text overflows.

Automatic File Numbering

Automatic File Numbering is a feature that enables Track to auto-number orders. When a new order is created, Track assigns the next sequential appraisal file number based on the preferences selected in Office Controls.

Auto Replace

Auto Replace enables shortcuts for frequently typed text. Many shortcuts are predefined: Type =A then press the Enter key or space bar on the keyboard to insert the word Average, a time-saver on the Comparables grid. Create user defined shortcut keys for other commonly used words. Auto Replace automatically corrects specified misspelled words. Type “teh” instead of “the” and Auto Replace corrects the spelling. Auto Replace contains a predefined entry to replace “teh” with “the”. Add other commonly misspelled words to further customize the Auto Replace feature.

Auto Save

Auto Save automatically saves the current report file at the specified time interval. This Report option is enabled by default and is set to save the report file every 10 minutes. The time interval can be increased or decreased. Modify the Auto Save feature from the General Options menu under Environment Options.

Carry Forward Logic

The ACI Collection employs logic to *carry forward* information to identical fields that appear throughout a report. For example, the information entered in the Subject section of a report carries forward to the Subject fields of the Sales Comparison Approach. Select Carry Forward elections under the Global menu in Report Options.

Client Code

Each ACI client is assigned a unique client code. The client code identifies an office and is used to register product software.

Clone

A clone is a copy of an existing report used as a starting point for a new report. No changes are made to the original report during cloning.

Collection

The collection is the product name e.g., ACI Collection 2006 SP5. Together, the Collection, Version, and Release identify the software application.

Common Response

Common Responses are generic or canned comments that can be selected to enter common data throughout a report or across reports. A group of Common Responses is referred to as a picklist or drop-down list.

Company Password

Each ACI client is assigned a company password. The company password is used to register the software, run WebUpdate, and access Location Maps and other Web Services.

Component List

The Component List, located on the left side of the Report screen when a report is open, displays icons for each form or component in the report file. Click a Component icon to jump to that form.

Database

A database consists of tables and indexes for the storage, access, and searching of data. Tables contain the data. An index orders the values of one or more columns in a database table. Indexes are used to quickly search for information in a database.

Database Redirector

The Database Redirector is a utility for changing database directories and file locations of stored data. The Database Redirector is used to point the program to the location of the data, which may be on the local computer or shared on a network.

Dimension List

The Dimension List page in a report contains the details of the Subject floorplan including Gross Building Area (GBA), Gross Living Area (GLA), and individual area measurements.

EDI

Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data using a set of standard formats. EDI delivery refers to the transmission or upload of reports to a Lender/Client electronically. ACI's eServices streamlines EDI delivery of reports to lenders and national appraisal firms.

Environment Options

Environment Options are used to select program defaults and preferences, and customize Report views. Environment Options include file options, sketching and mapping options, printing options, Auto Replace, and other features.

eServices

eServices connects appraisers to lenders, national appraisal companies, and real estate information providers. eServices allows the user to run client-specific compliance rules prior to delivery, deliver appraisal via secure connections to clients, and connect with real estate information providers.

eServices Agent

eServices Agent is a report delivery monitor that can be used with the eServices Inbox.

eServices Inbox

The eServices Inbox is an order management tool used to retrieve, preview, acknowledge, and deliver orders from/to Lenders/Clients.

Exhibit

An exhibit is a collection of image files stored in the Flash database.

Extract / Extracting Data

The Extract function is used to import data from another report into the current report. Data from a single field, a section, or multiple sections can be extracted into the corresponding field or section(s).

Event History

Event History, located in the Track program, is a log of all events that occur in an order's life. Data recorded in Event History does not carry forward to the appraisal report. Some events are recorded automatically; other events are entered manually.

Fee Split

A Fee Split is the calculated amount paid to the appraiser(s) for an appraisal. Fee Splits are calculated based on Appraiser Fees and can be a dollar amount, a percentage of the fee, or a flat fee assigned by job type.

File Lister

File Lister is a listing of all files created using Report and updated with corresponding orders in Track. File Lister uses canned and user defined View and Search Schemes to organize the displayed order information.

Firm Information

Firm Information is a company's name and address. Access Firm Information from the Report Options menu in the Report program. Company name is displayed in the header of the Invoice, Title, and Letter of Transmittal. Company address is displayed in the footer of the Invoice, Title, Letter of Transmittal, photo pages, sketch pages, and map pages.

Form Tabs

Form or Section tabs are displayed at the bottom of a form. Click a Form tab to open that section of the form.

Gallery

The Gallery is used to acquire images from a report, canister, file, memory card, or database. Images display as thumbnail views within the Gallery. Drag and drop images from the Gallery into a report.

GPAR™

A GPAR is a General Purpose Appraisal Report. The Report program includes alternative-use forms to satisfy various property types. GPAR forms include: Condo, Single Family, Multi Family, and Land, and Restricted Use forms.

JPEG

A computer file format (*.JPEG) for storage of photographs and other digital images.

JPEG Compression

JPEG Compression adjusts the quality and size of digital images. Higher compression results in lower quality images and a smaller file size. Lower compression results in higher quality images but also increases the file size.

Linked Common Response

A Linked Common Response is a generic or canned response for related fields that can be used to enter common data throughout a report or across reports. City, County, State, and ZIP Code

are examples of related fields. Linked Common Responses can be created for a range of fields (consecutive fields), or select fields.

Local Disk C

Local disk (C:) is the computer's root or home directory. It's is the computer's hard drive, that is, the computer's internal physical storage device.

MAPI

Messaging Application Programming Interface (MAPI) allows client programs to become messaging-enabled subsystem routines that interface with certain messaging servers. MAPI is closely related to MAPI/RPC, the proprietary protocol that Microsoft® Outlook uses to communicate with Microsoft Exchange. MAPI facilitates the interface between e-mail programs like Microsoft® Outlook and Eudora, and the Send feature in the ACI collection.

Mapped Drive

A mapped drive is a defined path to the place on a network server's hard drive that has been created and given a designated name e.g., T:\shared\data. A mapped drive allows a computer to connect to and access the area on a network where shared data resides.

Net and Lock Files

ACI's Borland Database Engine uses Paradox tables to store information. The Borland Paradox Engine and Track place files (known as Net (*.NET) and Lock (*.LCK) files) in various directories determined by user preference and directory options. These Net and Lock files are referenced to keep exclusive access to one database record safe from edit by other users when one user is working in that record.

Network

A network is an interconnected group of computers used to facilitate the sharing of data. Data is usually stored on one computer on the network designated as the server. The other computers on the network are mapped to the server and can access the shared data.

Numeric Options

Numeric Options are used to select formatting preferences for commas, rounding, negative values, and type (dollar or percentage) displayed in numeric fields in Report.

Office Controls

Office Controls are used to configure Track to an office's setup. Use Office Controls to auto-number orders, calculate the due date on new orders, and define header and footer information on printed statements.

Order

An order is a request for services. The Order in Track includes details of the request (Loan, Job, Property, and Form Type), the requestor (Borrower, Lender/Client), billing information, order status, and relevant dates (Order Date, Due Date, Invoiced Date, etc.).

Picklist

A picklist is a group or list of Common Responses. It is the drop-down list of Common Responses available in a report field.

Primary Form

The Primary Form is the main form in a report. If a report contains multiple forms e.g., a 1004 Single Family 2005, a 1007 Rent Survey, and a 216 Operating Income Statement, one form, usually the 1004, is designated as the Primary Form.

Print Components

Print Components are the report forms and pages and printing preferences selected when printing a report to PDF or a printer.

Product Serial Number

Each licensed ACI product is assigned a Product Serial Number. The Product Serial Number is used to register and identify the software as the property of the purchaser.

Release

The Release or Release Number is the published date of the software collection. 8-0606WU is the June 6, 2008 WebUpdate (WU) release. Together, the Collection, Version, and Release identify the software application.

Report Backup

A report backup is a saved copy of the report file. The backup file is saved with the same filename as the report and with a file extension of .ABK. Saved changes to the report file are also saved to the backup file.

Report Notes

Report Notes are a digital version of little yellow sticky notes. Attach notes to a report field to record comments, suggestions, reminders, or other information. Notes are saved in the report file for future reference but do not print.

Report Options

Report Options are used to customize the appearance of reports. Report Options include global settings for the Addendum, carry forward text, market grid adjustments, and other options. Select options for photos, data fonts, Firm information, numeric options, signatures, the Title and the Invoice.

Report Pak

A Report Pak is a collection of forms commonly used together and combined under a single name in the Report program. For example, the 1004 Single Family Report Pak includes an Order Form, Title Page, Letter of Transmittal, 1004, Sketch Page, Photo Pages, etc.

ReviewMaster

ReviewMaster analyzes reports for missing or incorrectly formatted data. The data in each field is validated against a set of rules. Rule files may be lender-specific or generic. Messages are displayed for each field that failed validation.

Search Scheme

Search Schemes are filters that can be applied to the order information displayed in File Lister. Use Search Schemes to query the data, and File Lister displays the records that match the search criteria.

Service Area

A Service Area is the geographic area covered by an appraiser. Service Areas are usually defined by City, State, County, and ZIP Code.

Service Pack

A service pack (SP) is an upgrade to the software. It is a bundle of all web update releases from the previous service pack to the current service pack. Updates in a service pack may include: core updates, minor fixes, minor enhancements, forms, rules, and eServices.

Supplemental Form

A Supplemental Form is an additional form added to a report. If a report contains multiple forms e.g., a 1004 Single Family 2005, a 1007 Rent Survey, and a 216 Operating Income Statement, the 1004 is usually designated as the Primary Form and the 1007 and the 216 are Supplemental Forms.

System Check

System Check is a utility that registers specific core .dlls (Dynamic Link Library files) in the Windows operating system. Not all ACI .dlls require registration. Internally, the ACI software identifies which .dlls to register.

Template

A Template, also known as a boiler plate or skeleton, contains common or generic information that can be applied to future reports created using that template. A template auto-populates text and significantly reduces typing time when creating a new report.

Temporary Files

Temporary, or “temp” files, are created by software applications for their own use. Some applications create temporary files and leave them on the computer. Temporary files accumulate over time and can take up disk space. Deleting temporary files cleans up the hard disk and frees up disk space.

Thumbnails / Thumbnails Page

A Thumbnails page is included in each Report Pak. Miniature views of each report image (photos, maps, and scanned images) are displayed in individual photo slots on the Thumbnails page.

TWAIN

TWAIN is a communication protocol used to download images from cameras and scanners into a software application.

Version

The Version or Software Version is the software application version e.g., 8.6.2.880. Together, the Collection, Version, and Release identify the software application.

View Only File

A View Only file is a signed report that has been marked as View Only. Marking a report as View Only locks the file and prohibits future editing.

View Scheme

View Schemes sort the on-screen display of order information in File Lister without hiding or filtering data.

Watermark

A watermark is an image imbedded into a report. Watermarks provide additional branding and security to appraisal reports by identifying the report as the product of the appraiser or firm.

Web License Password

A Web License Password is the password required to access Flood Maps, Location Maps, Bluebook valuations, Web Updates, and other Web Services. It is usually the company password. Some Web Services, like Floodmaps and Bluebook lookups, are assigned unique passwords.

WebUpdate

WebUpdate is the utility used to download software updates (web updates) via the Internet. Web updates include new and updated software features and services, and general software updates and fixes.

Wizard File

The Wizard.WIF file contains configuration information for Report Paks, Templates, and Picklists. Wizard files may be shared to ensure that all appraisers in the office are using the same report formats and common responses.

ZOO File Format

.ZOO files, like .ACI files, facilitate the storage of reports in a single file. The .ZOO format accommodates larger file sizes (greater than 10 MB) than the .ACI format. .ZOO files are fully integrated in ACI Report, and are created and used the same as .ACI files.