



# Running ReviewMaster

This document provides instructions for running ReviewMaster to analyze reports for missing or incorrectly formatted data.

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# ReviewMaster

ReviewMaster analyzes reports for missing or incorrectly formatted data. When running ReviewMaster on a report, the data in each field is validated against a set of rules. Messages are displayed for each field that failed validation.

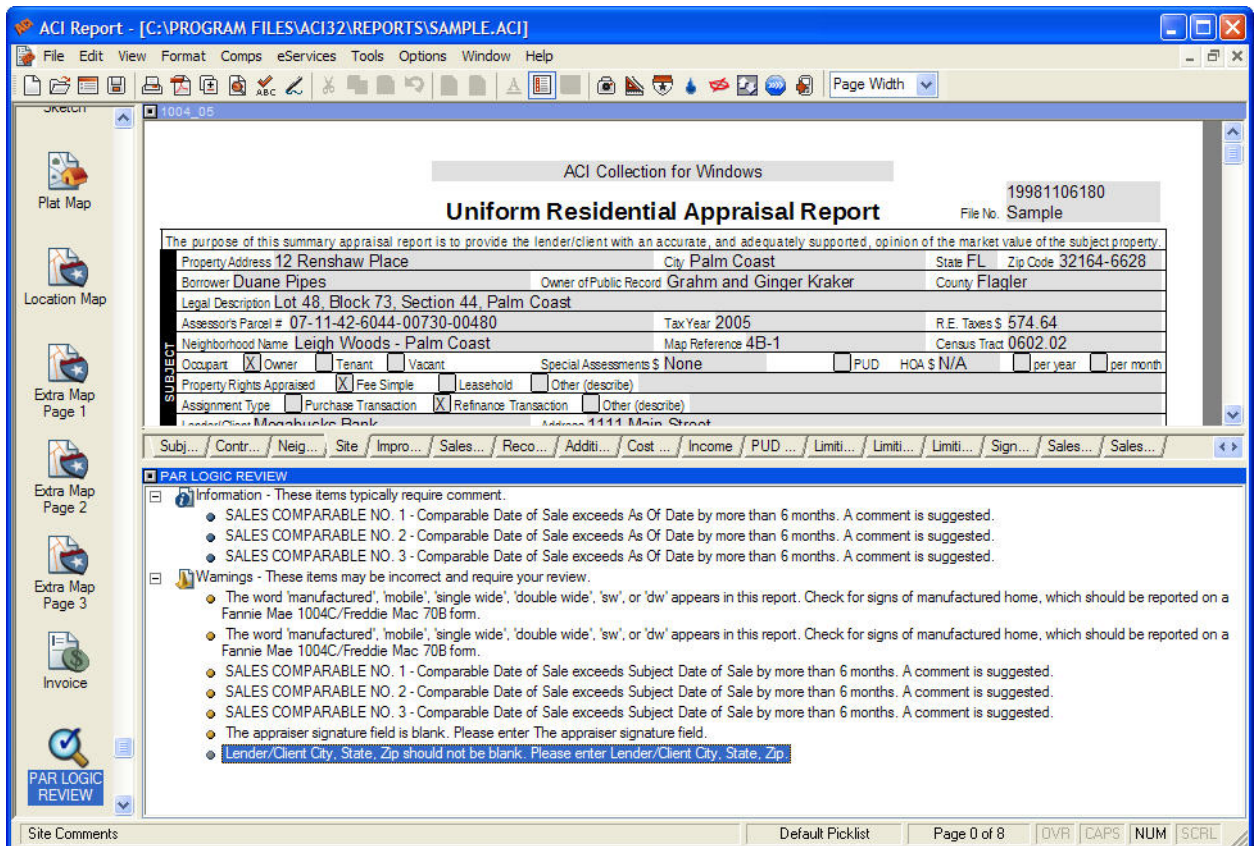
Rules files may be lender-specific or generic. Lender-specific rules files contain rules specific to the requirements of the lender. *STARS*, *RmCert* (Rels Valuation) and *LandSafe* are three examples of lender-specific ReviewMaster rules files. *PAR Logic* is a generic rule file applicable to all the 2005 Fannie Mae forms. Run ReviewMaster using *PAR Logic* rules to proof a report that does not require lender-specific rules.

*Errors* and *Client-Specific Requirements*, displayed in red, are issues that must be corrected in order to receive a *Pass* rating.

*Acknowledgeable Rules* are Client-Specific Requirements that require confirmation in order for the report to pass review. For example, clicking the *Address Acknowledgement* checkbox confirms that the address in the report matches the legal address per public records or assessor's data regardless of how the report was ordered.

*Warnings*, displayed in yellow, are issues that may require further review and appraiser input. Warnings should be reviewed but do not require correction to receive a *Pass* rating.

*Informational* messages, displayed in blue, provide directions for processing files that fail review.




## Running ReviewMaster


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Errors and Client-Specific Requirements must be corrected in order for the report to receive a Pass rating. Warnings are recommendations that do not need to be corrected in order for the report to pass.

After making corrections, run ReviewMaster until a Pass rating is received. The report passes when no errors are found in the report.

1. Click **Tools > ReviewMaster**, or click the **ReviewMaster** icon () on the toolbar, or press **CTRL+SHIFT+R** on the keyboard
2. Select the *Rules File* and click **Run**.

**NOTE:** *PAR Logic* is the generic rule set for all the 2005 Fannie Mae forms.

3. ReviewMaster analyzes the report and provides a summary with a Pass / Fail rating. Click **OK** to view the ReviewMaster results.
4. Double-click a message to jump to the referenced field.
5. Press the **ESC** key on the keyboard, or click the **Box** () in the upper left corner of the ReviewMaster results to exit.

**TIP:** To view the ReviewMaster results at anytime, click the ReviewMaster results icon () in the Component List.

## ReviewMaster Tips

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### ***Commas***

ACI automatically inserts commas in numeric fields where applicable. It is not necessary to type commas in numeric fields. Depending upon the rules files selected, typing commas in numeric fields results in an error when running ReviewMaster.

### ***Date Format***

Date format requirements vary by lender. ReviewMaster will fail if dates are not entered in the lender-specific format.

The commonly used date format of **mM/dD/YYYY**, can be entered as either **09/06/2006** or **9/6/2006**. Month and day can be entered with one or two digits. A four-digit year is always required. Slashes must be used; dashes, hyphens or periods are not allowed.

### ***Numeric Fields***

If a report field is a numeric field, only numbers and decimals are allowed in that field. Non-numeric data entered into a numeric field is flagged by ReviewMaster.