



Importing from PDF Reports

This document provides instructions for using the Import from PDF Report eService to import PDF reports into ACI file format.

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Importing from PDF Report eService

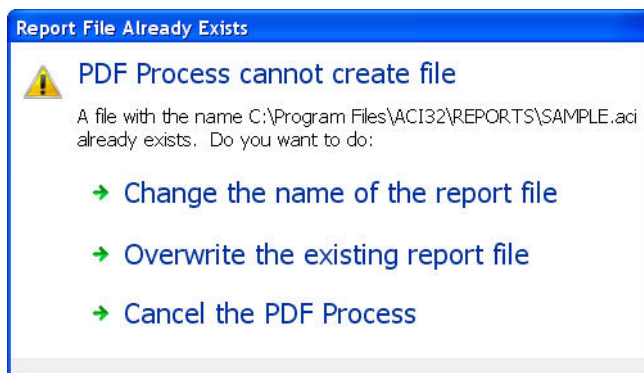
Import from PDF Report is an eService that provides PDF processing of report PDFs into ACI file format.

The Import eService supports importing first generation PDF appraisals created in the following appraisal software applications.

- ACI
- a la mode[®]
- Appraise-It (SFREP)
- Bradford ClickFORMS[™]
- DayOne[®]
- Lighthouse[™]
- MCS
- United Systems (Appraisal Studio)
- Wilson (WCA)

Importing PDF Reports

1. Click **eServices > Import > From PDF Report**, or click **File > Import > From PDF Report**.
2. If prompted, enter the *Web Product Permission Password* and click **OK**.
3. Browse to the PDF file, select the file, and click **Open**.
4. If a file with the same name as the imported file already exists, select the import option.



Change the name of the report file

Imports the PDF and saves the report in a new ACI file. Enter the new report name and click **Save**.

Overwrite the existing report file

Imports the PDF and overwrites the existing ACI file.

Cancel the PDF Process

Cancels the PDF file import.

5. ACI Report processes the report and runs ReviewMaster on the file. The ReviewMaster results screen displays the number of informational messages generated.
6. Click **Continue** to ignore the messages and edit the report, or click **View** to open the ReviewMaster results and review the messages.

TIP: Double-click a message to jump to the referenced field.

7. The PDF report imports into ACI.

Changing Report Type

After importing a PDF report, use Change Report Type to select the associated Report Pak.

TIP: Report Paks determine which forms are included in the report. If the imported report contains additional forms, create a custom Report Pak.

1. Click **File > Change Report Type**.
2. Select a new *Report Pak* and click **OK**.