



Building a Comps Database

This document provides instructions for building a comparables database using Research, an intuitive comps database that allows the user to locate comps using the same approach most appraisers use, but faster and easier. Research allows the appraiser to access the database, select a neighborhood, and key in search filters such as price range, design, and exterior finish. Property data, including photos and other images, imports directly into the market grid.

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Building a Comps Database

The Report program and Research are integrated to facilitate importing and exporting of property data between the two applications. Build a comps database by selecting property data from appraisal reports to export into Research for future use. Auto-export integration is also an option.

Exporting Comparables to Research

1. Click **Comps > Export to ACI**.
2. Select the properties to export, select *Add to Neighborhood* (optional), and click **Export**.

Options

Do not check for duplicates

Selecting this option adds the selected comparables to Research regardless if duplicate records exist in the database.

Launch Research

Selecting this option automatically opens Research when comparables are exported.

Do not include photos

Selecting this option exports the comparable data to Research without the comparable photos.

3. If the property exists in the Research database, select *Add a new property*, *Overwrite existing property*, or *Do not export comp*, and click **OK**. A response is required for each selected property.

Add new property

Adds a new copy of the comparable data to the database. Retaining older copies of property data is useful for retrospective appraising.

Overwrite existing property

Replaces the existing comparable data with the current data.

Do not export comp

Comparable data is not exported.

Auto-export of Comparables to Research

1. Click **Options > Environment > Integration**.
2. Select *Update comps database on close*.
3. Select the update option.

Only if the report file has been modified

Exports comparables from Report to Research *only if* the report has been updated.

Ask which comparables are to be exported

Requires confirmation of selections before exporting comparables to Research.

4. Click **OK** to save.

Importing Comparables from Research



Once property data is saved in Research, it is available to appraisal reports. Import property data, including associated images, into the selected destination on the market grid.

1. Click **Comps > Import from ACI**.
2. Enter the property search criteria and click **Search**.
3. Highlight a comparable and click **Select**.
4. Select the destination *Comp Number* and click **OK**.
5. Repeat search and select to import additional comparables.
6. Click **Close** to exit property search.

Clearing Comparable Data from a Report

1. Position the cursor on a comparable.
2. Click **Comps > Clear** or press **CTRL+Z** on the keyboard.
3. Click **Yes** to clear the contents of the comparable, or click **No** to cancel the action.

Arranging Comparables

1. Click **Comps > Arrange** or press **ALT+SHIFT+A** on the keyboard.
2. Highlight a comparable and click the **up** () and **down** () arrows to move the comparable.
3. Click **OK** to save.

TIP: Use keyboard shortcuts to arrange comparables.

Action	Shortcut
Jump to Another Comp	ALT + # (i.e. ALT + 3 to Jump to Comp 3)
Copy Field from Subject	=
Copy Subject Column	= =
Copy Field From Comparable Number	= # (i.e. = 2 to Copy a Field from Comp 2)
Copy Comparable Number	= = # (i.e. = = 2 to Copy Entire Comp 2 Column)
Swap Comparables	CTRL + # (i.e. CTRL + 3 to Swap with Comp 3)

Viewing Multiple Comparables

1. Click **Comps > Side-by-Side** or press **ALT+C**, then **S** on the keyboard.
2. Select the view option.

Sales (ALT+SHIFT+S)

Displays multiple Sales Comps grids in a vertical split view.

Rental (ALT+SHIFT+R)

Displays multiple Rental Comps grids in a vertical split view.

Listing (ALT+SHIFT+L)

Displays multiple Listing Comps grids in a vertical split view.

Land (ALT+SHIFT+N)

Displays multiple Land Comps grids in a vertical split view.

TIP: Press **Esc** on the keyboard, or click the black box in the upper left corner of the window to close a split view.