Quick Start Guide

Welcome to ACI! This document provides instructions for getting started using ACI Report. For additional information, visit the Tech Docs and ACI inMOTION Videos pages on our website.

Creating Reports

Reports are created using *Report Paks*, *Templates*, and *Picklists*.

A *Report Pak* is a collection of forms commonly used together that are combined under a single form name in the Report program. For example, the 1004-Single Family 2009 Report Pak includes an Order Form, Title Page, Letter of Transmittal, 1004, Sketch Page, Photo Pages, etc. A new report created using a Report Pak is created with all of the components in that PAK.

A *Template* is a report skeleton that contains common or generic information that can be applied to future reports created using that template. Default text can be edited in the new report.

A *Picklist* contains generic or canned responses that can be selected to enter common data throughout a report or across reports.

Creating a New Report

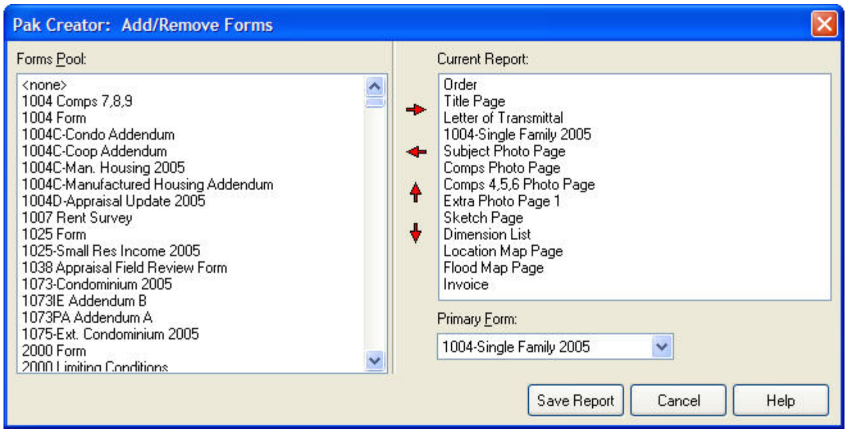
1. Click **File > New**, or click the **New Report** icon (), or press **CTRL+N** on the keyboard.
2. Enter the *Filename for New Report* and click **New**.
3. Select the *Report Pak*, the *Report Template* (Optional), and the *Report Picklist*. Click **OK** to create the report.

> **TIP**: Click the **View Pak Form List** icon to the right of the Report Pak to view the Report Pak contents.

Adding / Removing Forms

Customize a report's contents using *Add/Remove Forms*. Add forms to a report, reorder forms within a report, or remove forms from a report using the Pak Creator.

1. Click **File > Add/Remove Forms**, or click the **Add/Remove Forms** icon ( ), or press **Alt+F+F** on the keyboard.



2. Select a form in the *Forms Pool*. Click the **Add to pak** button (right arrow) to add the form to the *Current Report*.

3. Select a form in the *Current Report*. Click the **Remove selection from pak** button (left arrow) to remove the form from the *Current Report* and return it to the *Forms Pool*.

4. Select a form in the *Current Report*. Click the **Move selection up** or **Move selection down** buttons (up and down arrows) to reorder the form within the *Current Report*.

> **TIP**: Double-clicking a form in the *Forms Pool* adds it to the *Current Report*. Double-clicking a form in the *Current Report* returns the form to the *Forms Pool*.

5. Click **Save Report** to accept changes.

> **NOTE**: In most cases, selecting a form from the *Forms Pool* and adding it to the *Current Report* removes the form from the *Forms Pool*. This feature prevents duplicate forms in a report. Other forms are designed for replication. Multiple copies of the Extra Photo or the Extra Map pages can be added to a report.

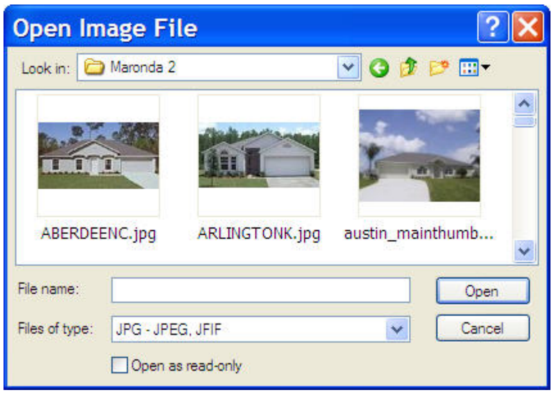
Inserting Photos

Use the Image Gallery to insert photos into a report.

1. Click the **Thumbnails** icon ( ), or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.

2. Click the **Open Gallery from Folder** icon ( ), or click the **Open Gallery from Memory Card** icon ( ).

3. Browse to a folder, select the image file, and click **Open**. The image imports into the gallery.



> **TIP**: To select multiple images, press **CTRL** on the keyboard while clicking the image files. Click **Open** to import images.

4. Click and drag a photo into the corresponding slot in the *Thumbnails*.

5. Click the **X** in the upper right corner of the gallery to exit.

> **TIP**: Click the **Options** icon ( ) and select *View > 1X, 2X, 3X* to magnify images in the gallery.

Generating Location Maps

The Report program integrates with Microsoft MapPoint®, an Internet mapping service for location maps. An internet connection is required.

Setting Default Map Providers

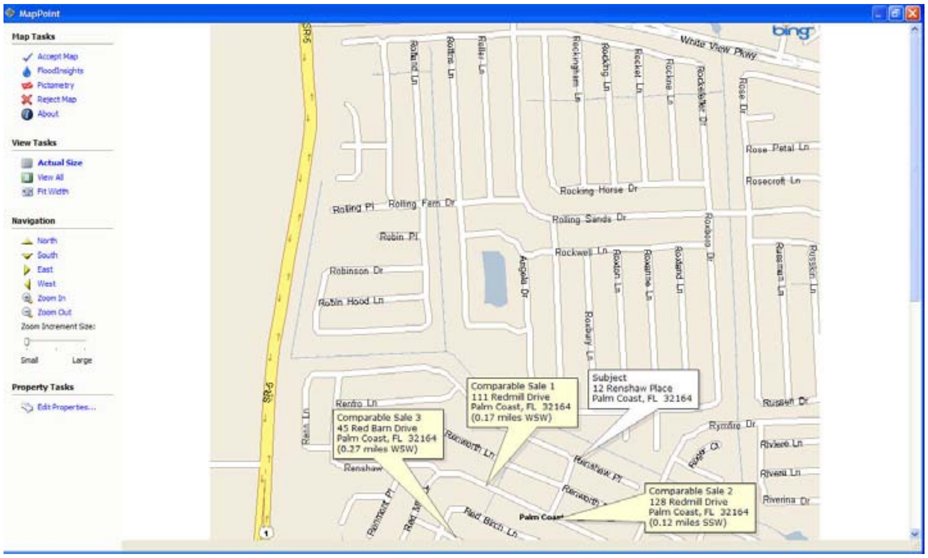
Selecting a default provider for location maps enables the toolbar icon to launch the specified mapping program.

1. Click **Options > Environment > Mapping**.
2. Select MapPoint from the *Create Location Maps Using* drop-down list.
3. Click OK to save the selection.

Using MapPoint

1. Click **Tools > Mapping > MapPoint**, or click **eServices > Location Maps > MapPoint**, or click the **Generate Map** icon ( ) on the toolbar.
2. If prompted, enter the *Web Product Permission Password*. Click **OK** to generate map.

> **NOTE**: MapPoint® remembers the password for future use.



Map Tasks
Click **Accept Map** to include the map and data in the current report.
Click **FloodInsights** to generate a flood map of the subject property.
Click **Pictometry** to generate aerial photographs of the subject property.

Click **Reject Map** to discard the map and return to the current report.
Click **About** to access MapPoint version and licensing information.

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.

Navigation

Click **North** to pan the map north.
Click **South** to pan the map south.
Click **East** to pan the map east.
Click **West** to pan the map west.
Click **Zoom In** to zoom in on the center of the map.
Click **Zoom Out** to zoom out on from the center of the map.
Click and drag the slider arrow to increase or decrease *Zoom Increment Size*.

Subject and Comparables Tasks

Select the subject or individual comparables on the map to access the Subject or Comparable 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 **Delete Property** to remove the current property from the map.
Click **Edit Properties** to edit the property label and address of the properties included in the map.

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 *Map Page* for import. Select *Include Distance Units in Proximity Data* to import distance from the subject to the comparables into the report (optional). Select *Save Map Data to Report in UPPER CASE* to import text in upper case (optional).

5. Click **OK** to import the map.

> **TIP**: Click **eServices > Options > Mapping > MapPoint** to preset location map defaults.

Signing a Report

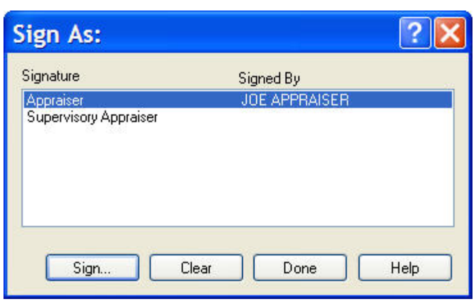
Use the signature tool to digitally sign completed reports using secure passwords.

1. Click **Tools > Sign Report**, or click the **Sign Report** icon ( ) on the toolbar, or press **CTRL+SHIFT+S** on the keyboard.
2. Select the *Signature Name*, enter the *Password*, and click **OK**.

3. Select the *Sign As* role (i.e. Appraiser, Supervisory Appraiser or Review Appraiser), and click **Sign**.

> **NOTE**: Available roles are determined by the forms included in the report.

4. If the report contains a signature date, click **Yes** at the prompt to change the report signed date to today's date, or click **No** to retain the original signature date.
5. The signature name is displayed in the *Signed By* column. Click **Done** to sign report.



E-Mailing Reports

A MAPI-compliant E-Mail program is required to E-Mail reports using the Report Program. ACI supports MAPI-compliant E-Mail programs like Microsoft® Outlook and Eudora.

1. Click **File > Send > Report**.
2. Select *Send to Other* and click **Next**.
3. Select *Profile* and *Service* and click **Finish**.

> **NOTE**: Default profile is *Standard ACI Rapid File*.
> Default service is *Outlook 98 / Exchange*.

4. Enter the *To:* address(es). Enter desired text in the subject and body of the email, and click **Send**.
5. A send confirmation is returned. Click **OK**.
6. Click **Send / Receive** in the E-Mail program to complete delivery.