



# ACI AppraisalStudio™ Tips & Tricks

ACI has created this list of the top Tips and Tricks for using ACI AppraisalStudio.

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# ACI AppraisalStudio Tips and Tricks

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## Adding the Market Conditions Addendum (1004MC) to a Report

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Use Manage Forms to customize a report's content and add forms to a report.

1. Click **Edit > Manage Forms**, or click the **Forms** icon on the toolbar.
2. Click the **plus sign** next to *FannieMae Final Release March 2005* in the forms pool, and click the **plus sign** next to *Supplemental Addenda*.
3. Double-click the **Market Conditions Addendum to the Appraisal Report (1004MC)** to add the form to the current report.
4. Click **Report** or **Jump** on the toolbar to return to report editing mode.

## inRoads Subject Radius

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The subject radius is a circle projecting from the subject property out to the furthest comparable property from the subject. The subject radius can be turned on and off as needed through the *Options* menu in the inRoads setup. The subject radius has eight different fill styles. Solid is the default and the most defining fill style. Solid fill is opaque; water features do not show through solid fill.

## Converting HighPerFORM Reports

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When a HighPerFORM report is opened or cloned in ACI AppraisalStudio, the report is automatically converted into the AppraisalStudio format. Once the report has been converted into Appraisal Studio format, it cannot be opened or used in HighPerFORM. Review the converted report in AppraisalStudio as minor changes may occur during the report conversion. Report changes may occur as a result of field length changes, added or removed fields, rearranged fields, etc.

## Report Changes from HighPerFORM to AppraisalStudio

- Changes were made to the Invoice.
- Some fields may be outlined in red in a report. Hover the mouse over an outlined field to view the *Calc* values for the field. Press the **F7** key on the keyboard to replace the existing *Calc* value.

- Additional Comparable pages were enhanced to automatically populate the comparable numbers in the column heading. Comparable numbers are not hard coded on the form image. These fields did not exist in HighPerFORM and could not be converted. They may initially display as blank fields outlined in red. Highlight an outlined field and when the tooltip is displayed, press **F7** on the keyboard.
- If skeleton reports are used to create new reports, please review content and enter corrections as needed. In some cases, it may be preferable recreate the skeleton files.

## Undetermined Date Created

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The date created is stored in all reports, including HighPerFORM reports. If *undetermined* is displayed in the *Created Date* column on the main report screen, the created date has not been extracted from older reports and placed in the database. To update the database, resynchronize the database.

## Synchronize Database

1. Login in to ACI AppraisalStudio as the *Administrator*.
2. Click **View > Options**.
3. Click the **Administration** tab and click **Administration Tools**.
4. Click the **plus sign** to the left of *Database Utilities*.
5. Select *Synchronize Database and Document Files*, and click **Perform Selected Task**. When the resynchronization is complete, exit *Database Utilities*. The *Created Date* column is populated with report creation date.

## Re-arranging Column Headings

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Customize the main report screen view by re-arranging columns. To reposition a column, drag and drop the column heading into the new position on the heading bar. Click any column heading to sort listings in ascending/descending order.

## Two Headers on the WinSketch Sketch Page

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WinSketch includes a header on the sketch page. The ACI AppraisalStudio Sketch page has a built-in header, so the WinSketch header is unnecessary. In WinSketch, click the **View** menu and select/deselect *Show Header* to toggle the sketch header on/off. To save the sketch header selection for future sketches, click the **View** menu and select *Save Settings on Exit*.

## Return to Normal Mode Editing

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When editing a report, a user may access various report modes: adding or removing forms, adding photos, rearranging comps, or editing an addendum. When in an editing mode, press the **ESC** key on the keyboard to quickly return to normal mode.

## Enlarging Photo Thumbnails

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Photo thumbnails are found throughout ACI AppraisalStudio. Double-click on any photo thumbnail to view the image in the *Enlarged Photograph View*. Single-click the image to return to thumbnail view.

## Pushpin Button on the Quick Entry List

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The pushpin button on the *Quick Entry List* dialog is used to hold the dialog's position on the screen. Click the **Pushpin** button to anchor the *Quick Entry List* in the current screen position. (Button is pushed in.) Click the **Pushpin** button again (button is pulled out), and the dialog moves in relation to the currently selected field. Manually clicking and dragging the dialog box to a new position on the screen automatically anchors the *Quick Entry List* in the new position. (Button is pushed in.) Click the **Pushpin** button again (button is pulled out), and the dialog moves in relation to the currently selected field.

## Jump to Form

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Jump mode provides an overall view of a report. In Jump mode, all the pages in a report are displayed using best-fit thumbnail logic. Click **Edit > Jump to Form**, or click the **Jump** icon on the toolbar, or press **Ctrl + F** on the keyboard to access Jump mode.

Double-click on a page to quickly jump to the selected page in the report. The specific location double-clicked on the page is where the selected page opens. This can save a lot of time needlessly scrolling around a report.

In Jump Mode, hover the mouse over the top of any page to display the report page title. This feature is handy for distinguishing between similar forms.

## Automatic Comparable Adjustments

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The @ symbol (Shift + 2 on the keyboard) is used in the market grid to perform automatic comparable adjustments for site, age, GLA, basement and finished rooms below grade. Click in one of the specified comparable adjustment fields and press the @ key (**Shift + 2**) on the keyboard) to access the *Automatic Comparable Adjustment* calculator. Enter the adjustment

criteria and click **OK**. The adjustment is calculated across all comparables. The criteria for the selected adjustment items are retained within the report, and any changes made to the adjustment items automatically triggers a recalculation of the adjustment fields.

## Auto-calculate Comparable Percentage Adjustments

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Click in one of the comparable adjustment fields and enter a percentage, for example 10%. ACI AppraisalStudio automatically calculates 10% of the sales price/list price for that comparable and places the results in the adjustment field.

## Quickly Copy Market Grid Items

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In the market grid, it is often helpful to copy information from one property to another. In ACI AppraisalStudio, use the = (equal key on the keyboard) to quickly accomplish these tasks. Click in a comparable field and press the = key on the keyboard. A pop-up reference dialog lists the copy choices. Press the designated hot key and the item is automatically copied. Use the == combination to copy the subject item to all the comparables. The = key only copies single items except when used in the top field in the comparable columns (usually the street address field). In this mode, the reference dialog indicates that all items copy from the subject or selected comparable.

## Form Panning

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ACI AppraisalStudio includes form panning similar to Adobe® Acrobat. When the mouse pointer is a hand, click and drag the form to scroll through the form quickly without using the standard scroll bars.

## Vertical or Horizontal Form Scrolling

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Change the form layout from horizontal to vertical scrolling pages using the *Vertical Layout* or *Horizontal Layout* option under the View menu.

## Use N/A or None to Avoid Red User-Overridden Fields

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Some fields may not require a response based on the type of field, or based on the answer to a question. To avoid a red user-overridden field, use *N/A* or *None* as the response. The terms are not case sensitive.