



ACI Concierge™ User Guide

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Conversions

ACI Concierge™ is a tool used to convert reports and data created with other appraisal software to ACI format.

DayOne® conversions include reports, common responses, comparables, and orders.

United Systems® Appraisal Studio 5 conversions include reports, common responses, comparables, orders, and photos.

Report Files

Converts report files created with other appraisal software to ACI file format. If the report already exists in ACI, it is by-passed during the conversion.

Order Database

Converts orders created with other appraisal software to ACI file format. If the order already exists in the ACI Track database, it is by-passed during the conversion.

Comps Database

Converts the comparables database created with other appraisal software to ACI Research. If the property already exists in the ACI Research database, it is by-passed during the conversion.

Photos Database

Converts the photos database created with other appraisal software to ACI Flash. If the photo already exists in the ACI Flash database, it is by-passed during the conversion. A Flash Exhibit Database is created for each United Systems Photo folder.

Common Responses

Imports the common response or quick entry lists created with other appraisal software into an ACI picklist file. Use the Import feature in ACI Report to complete the conversion of the common response file.

Requirements

- Installation of ACI2009™.

NOTE: ACI Concierge is not available as a Web Update. Utilities are compatible with ACI2009 only.

- Originating appraisal software and ACI2009 installed on the same computer.
- Microsoft® .NET 2.0 Framework.

Run Instructions

General Instructions

- Close the originating appraisal software and ACI while running all utilities.
- Estimated conversion completion depends upon the number and size of the records converted, PC processing speed, and network traffic.
- Utilities append records to the ACI databases; duplicate records are skipped.
- Microsoft® .NET 2.0 Framework required.

Report File Conversion

1. Click **Start > Program > ACI Collection 32 > System Utilities > ACI Concierge**.
2. Select a vendor from the drop-down list, and click **Continue**.
3. Click **Report Files**.
4. Click **Browse**. Navigate to the location of the vendor report files, select the file for conversion, and click **Open**.

NOTE: Multiple files may be selected.

5. Click **Convert**. The conversion status displays as the files convert. When the conversion is complete, click **Back** to return to the conversion selection window, or click **Exit** to close ACI Concierge.

Order Database Conversion

1. Click **Start > Program >ACI Collection 32 > System Utilities > ACI Concierge**.
2. Select a vendor from the drop-down list, and click **Continue**.
3. Click **Order Database**.
4. Click **Convert Database**. A progress bar displays the conversion status.
5. When the conversion is complete, click **Back** to return to the conversion selection window, or click **Exit** to close ACI Concierge.

Comps Database Conversion

1. Click **Start > Program >ACI Collection 32 > System Utilities > ACI Concierge**.
2. Select a vendor from the drop-down list, and click **Continue**.
3. Click **Comps Database**.
4. Click **Convert Database**. A progress bar displays the conversion status.
5. When the conversion is complete, click **Back** to return to the conversion selection window, or click **Exit** to close ACI Concierge.

Photos Database Conversion

1. Click **Start > Program >ACI Collection 32 > System Utilities > ACI Concierge**.
2. Select a vendor from the drop-down list, and click **Continue**.
3. Click **Photos Database**.

NOTE: Photos database conversion is only available for United Systems Appraisal Studio 5.

4. Click **Convert Database**. A progress bar displays the conversion status.
5. When the conversion is complete, click **Back** to return to the conversion selection window, or click **Exit** to close ACI Concierge.

Common Responses Conversion

1. Click **Start > Program > ACI Collection 32 > System Utilities > ACI Concierge**.
2. Select a vendor from the drop-down list, and click **Continue**.
3. Click **Common Responses**. A progress bar displays the conversion status.

NOTE: For DayOne common responses conversion only, click **Browse**, navigate to the location of the common response file, select the file for conversion, and click **Open**.

4. When the conversion is complete, click **Back** to return to the conversion selection window, or click **Exit** to close ACI Concierge.

NOTE: The name of the converted DayOne common response file is *MyCommonResponses.rps*. The name of the converted United Systems common response file is *UnitedSystemsMacros.rps*.

5. Open ACI Report and import the Common Responses file to complete the conversion. See *Importing a Common Response File in ACI* for additional information.

Importing a Common Response file in ACI

1. Open ACI Report.
2. Click **File > Common Responses > Import**.
3. Select the converted.rps file and click **Open**.
4. Enter a description for the new picklist and click **OK**.
5. Create a new report, select the new picklist, and confirm that common responses are available.