

Creating an .ENV file using ClickForms

Clear Capital has created the following step-by-step instructions to assist our network appraisers with creating an .ENV file (AI Ready/AppraisalPort format) using ClickForms.

NOTE: AIReady is seamlessly integrated and installed with ClickForms, just install ClickForms version 4.5.0 or higher and the AIReady package is loaded along with the installation of ClickForms.

To integrate AIReady with ClickForms

Launch ClickForms and open the report you wish to convert to AIReady. Then, click on File
> Export > Appraisal Port and the conversion process will start.



2. Once the 'Export to AppraisalPort' window opens, click **Export**.

Export to AppraisalPort	X
🚰 AppraisalPort Exporter	Close
Export this appraisal report 20070301.clk	Export

3. There may be some forms that will not convert, in such an event that there are no possible alternate forms available, to continue the conversion click the **Yes** button.



🚯 AppraisalWorld Connection to AppraisalPort 🛛 🔲 🗖 🔀				
Notice: These forms cannot be converted.				
Non AlReady Form(s)	Alternate(s) available in Forms Library			
07 Exhibit-Comment Legal #1	No Alternate Available			
Do you want to continue the conversion without these forms?				
Do you walk to	Yes No			

4. Initially you'll receive the following information window, read it and check the 'No need to display this message again' button, if desired. Then, click **OK**.

Information				
γ'ou are about to deliver this document to your client. The document that they will receive is the one visible in this viewer. Please review the document to ensure that it accurately represents your report prior to submission.				
To review the list of attached forms in your report, click on the down arrow beside the Forms menu. After selecting a form, you can find photo and text addenda off the major form from the drop-down 'Page' menu.				
No need to display this message again.				
ОК				

5. Once the conversion is complete, the file translates to AI Ready format and the report opens in the *FNC Envelope Uploader*.

OAD/ [FNC Envelope Uploader] V. 0.8.0.3						
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FILL	<u> </u> [Page 1				
1004 Form	Pr	operty Description UNIFORM F	RESIDENTIAL APPRAISAL RE	PORT		
	Property Address 922 Rio Del Mar Boulevard	City Aptos	State			
EILE I		Legal Description APIN # 043-011-07		County		
		Assessor's Parcel No. APIN # U43-U11-U7	Tax Year 2004 R.E. Taxes §	S Prop 13		
	a la	Borrower Pound Curren	nt Owner Pound Occ	supant 🔽		
FEMAFLOOD		Property rights appraised 🛛 🔽 Fee Simple 🦳 Leasehold	d 🛛 Project Type 🥅 PUD 🕅 Condom	inium (HUD/		
Form	н	Neighborhood or Project Name Rio Del Mar Map Reference 57:85-64				
		Sales Price \$ Refinance Date of Sale	Description and \$ amount of loan charges/concess	sions to be p;		
FILL		Lender/Client	Address 5016 N Parkway Calabasas, Suite 10	1, Calabas:		
		Appraiser David Mendoza	Address 444 Rutland Ave , San Jose , CA 951	28444 Rutl:		

6. Click Save on the icon bar of the FNC Envelope Uploader, select a "Save in:" folder/location on your computer, name the .ENV file and click Save.

NOTE: when creating a file name use numbers (0-9) or letters (A-Z) only, no punctuation (Example: AUG1234.ENV)

7. Then upload the saved ENV directly to the <u>HVRE</u> website, same as delivering /uploading a XML file.