



HOME VALUE[®] REAL ESTATE

Creating an .ENV file using ClickForms

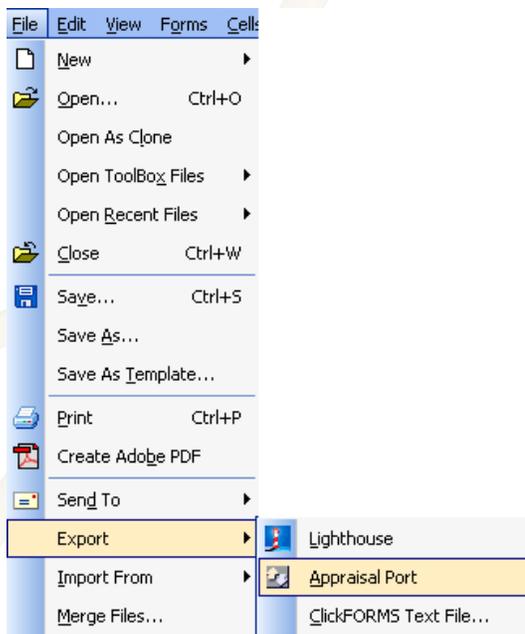
Clear Capital has created the following step-by-step instructions to assist our network appraisers with creating an .ENV file (AI Ready/AppraisalPort format) using ClickForms.

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.

Step By Step Instructions

To integrate AIReady with ClickForms

1. 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.



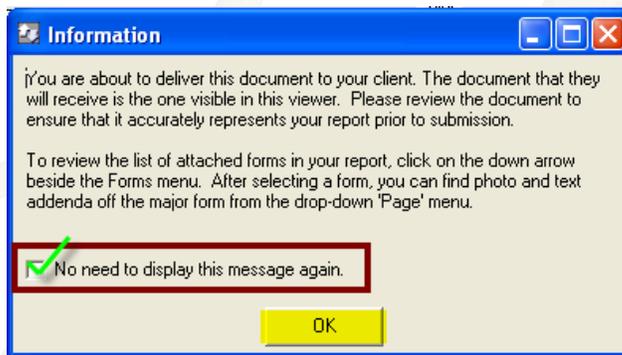
2. Once the 'Export to AppraisalPort' window opens, click **Export**.



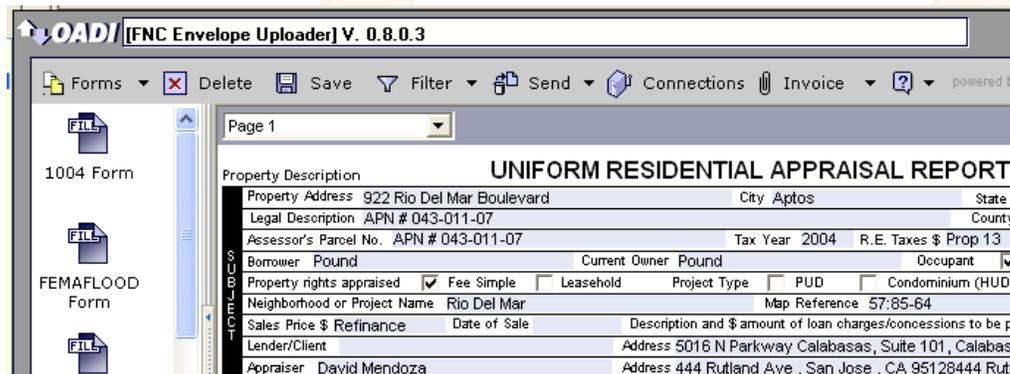
3. There may be some forms that will not convert, in such an event that there are no possible alternate forms available, to continue the conversion click the **Yes** button.



- 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**.



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



- 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)

- Then upload the saved ENV directly to the [HVRE](http://www.homevaluerealestate.biz) website, same as delivering /uploading a XML file.