THE RESIDENTIAL APPRAISER
SOFTWARE FOR THE REAL PRO

SOFTWARE
For Real Estate Professionals

TECHNICAL SUPPORT FACSIMILE TRANSMITTAL FORM

To:	From:
At:	Phone: (800)-644-4051
Phone:	Date/Time: October 3, 2003
FAX:	Qty. of Pages: 1

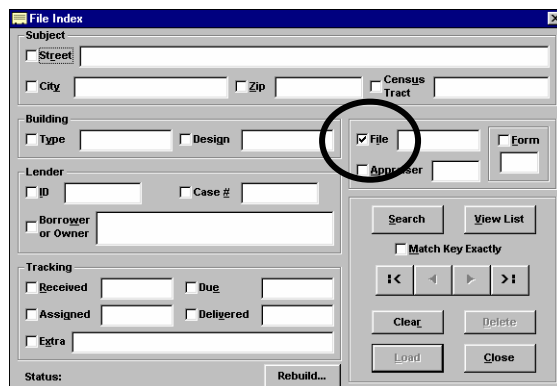## File Index Download for Appraise-It 3.2 or Higher

This file index requires Appraise-It 3.2 or higher. To check your version of Appraise-It, go into the Appraise-It program, click on Help-About and make sure it is version 3.2. Do not install the new index if you have not upgraded Appraise-It. To use the New File Index Interface, you need to download and install it from the web site. This fax does not tell you how to run the rebuild. If you need information on how to run the rebuild, please request it.

DOWNLOADING THE NEW FILE INDEX OPTION FOR APPRAISE-IT 3.2

1. Go to our web site, www.sfrep.com
2. From here click on **Downloads**
   a) Scroll to the bottom of the screen and click **I AGREE.**
   b) If this is your first time downloading from our site, you may have to fill out the red cells of the form before proceeding and click on **Continue**.
   c) Scroll down to the **SUPPORTING APPLICATIONS AND SERVICE PACKS** heading
   d) Click **FILE INDEX** for Appraise-It 3.2
   e) Click **OK** to **SAVE THIS PROGRAM TO DISK**
   f) When it asks you where you want to save it to, select **DESKTOP**.
3. When the download is complete you can then install it.
   a) From your desktop, double-click on the **NEWINDEX.EXE** icon
   b) Click on the **SETUP** button and click **OK**.
   c) Click the install button computer icon and click **OK**.
4. Note, if you wish to move this file to another directory, that is fine. Just don't delete it. Should you ever need to reinstall Appraise-It again, you will also need to run this file index install afterward.

How to Use the File Index

1) Open Appraise-It
2) Click File – File Index or 🖳
3) Put a check mark by the item you wish to be displayed first. For example, the one to the right has a check mark in the File. This means that the file number will be listed first and will trump anything you may implemented in the list options.
4) Click View List. You will see a list of all your reports.
   a) If you want to move to end of the list, hit Ctrl+End.

b) Click Save if you want to save or print the list. Save it as a text file to the directory of your choice. You can open it from there and print it later if you wish.
c) Or when you are asked if you want to view it, say yes and it will open in Notepad.
   i) In notepad, make sure there is no check mark beside Edit – Word Wrap.
   ii) Click File – Print if you want to print it.
   iii) When you click [I<] it will take you to the very beginning of the list of all your reports.
   iv) When you click [>I] it will take you to the very end of the list of all your reports.
   v) Or you can click on the scroll buttons in between these to scroll by one report at a time. Note the outer scroll buttons above are for all reports regardless of your search criteria. The inner scroll buttons are limited to reports that match your search criteria.
5) You can do a partial search in certain fields such as Street and Extra..
   a) For example, click in the Street and type in part of the address.
   b) Click Search (it will find the first file in the list associated with that address)
   c) You may then use the inner scroll buttons or view the list.
   d) Or you can click View List to see the list of files associated with that search.
6) You can do an exact search if you know the exact address or file number, etc., you can enter that information in the respective cell and put a check in Match Key Exactly and bring up that particular report.
7) You may find that the best search results for street address comes from doing a search on a (a) Partial Street Address with the (b) Match Key Exactly and click (c) View List (rather than search).
8) If you want to do a new search, click Clear and then enter the new information that you want to search for.
9) Rebuild
   a) If you delete some reports in Windows Explorer and then click on Rebuild in the file index, the index will list those reports under *Indexed Files Not Found On Disk.* You can then delete those from the File Index by clicking delete. (File Index Add screen cannot delete reports from your hard drive.) The reason for doing this is so that when you do a search for a report and try to open it, you want it to be there. If it is not there, click Rebuild and see if it is in this list of reports not found on disk.
   b) If you copy some reports in Windows Explorer and then click on Rebuild in the file index, the index will list those reports under *Files Found On Disk But Not Indexed*, you can click on add to add them to the file index.
10) In order to search by the Extra field in File Index, you will need to fill this information in on the File Index/Tracking Extra field of the Report Profile. If you wish the mapping, neighborhood, or value information transferred to this cell, we have already customized a macro that will help you automate this process.
   • This macro will insert a map reference in the file index database on the report profile. Insert it as a common response for the Map Reference cell:
     a$ = Inputbox$("Enter the Map Reference", "Map Reference", "")
     cell ("offscrn", "Extra") = a$
     =a$
     RETURN
12) In order to search by the various date options in File Index, you will need to fill this information in on the File Index/Tracking section of the Report Profile. Note, many of our customers do not use the Tracking section and may prefer to like to substitute the Date Inspected for the Date Assigned.
Please include your customer ID # in all correspondence. If you are within 30 days of a purchase or upgrade or if you have a support contract, please call for voice support. If you are outside 30 days of a purchase or upgrade and don't have a support contract, there will be a charge for voice support. The voice support phone number is (800) 644-4051. You can fax us for FREE at (800)-344-1484 or e-mail us for FREE at tech@sfrep.com. Please visit our web site at www.sfrep.com for additional information and answers to frequently asked questions.

Technical Support Engineer