

Thanks for choosing...

Appraise-It 3.3 for Windows

by

Software for Real Estate Professionals

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This README file contains last minute information about Appraise-It that may not have been included in any other documentation. Be sure you have read this document before calling technical support. Please note that if you are UPGRADING from a previous installation of Appraise-It, you WILL NEED NEW APPROVAL CODES to use this version.

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NEW WITH THIS RELEASE OF APPRAISE-IT!

New Forms:

- FNMA 2045
- Employee Relocation Council Summary Report
- Alternate Land Appraisal Report
- Desktop Appraisal Without Inspection

New Addenda to the URAR:

- 2002 USPAP Compliance Report with Signatures and Seal Boxes
- Updated Valuation Condition Sheets
- Multi-Purpose FW-70M
- VA Compliance Inspection Report
- Address Change Postcard form

Other Items:

- Extra Sketch addenda that can be restructured into the report
- Text addenda with signatures that can be restructured into the report
- AI Ready compliance

Also Found on the CD

- Alice (Apartment Loan Internet Communication Exchange) Manual (PDF)
- DDE Help File

Unsupported – Fee to use

- Web Comps
- E-Relay

Custom Macros

We have included several custom macros for you in this release. Since we can't automatically place these as FKeys in your different reports, you will have to create a macro that runs these files. Follow the instructions below to do this. Most of these macros are for the URAR. There is a description of each macro and what reports are supported by it as well. Each macro is in the .BAS format and must reside in the TRA directory (same directory as TRA.EXE). If you type in all CAPS use the xxxxCAPS.bas version of the macro file.

We would like to thank Steve Carter for submitting several of these macros. Thanks Steve!

Macros (Form Type for Use) Available:

Track.bas (All Types): Populates the File Index/Tracking section of the Report Profile with the dates that you enter. These dates can be used when searching using the File Index. We recommend you run this from the File No. field at the top of the report.

Adjust.bas (URAR): Populates the Adjustments addendum and puts an "X" in the Automatic column for you. This prevents you from having to open the Adjustments addendum manually. The typical field in which to create this macro is the address field of Comparable #1.

Eage_uar.bas (URAR): Does an effective age adjustment between the comparable and the subject. The typical field in which to create this macro is the adjustment field for Age (on the market grid). All comparable information needs to be completed and you must have a Total Physical and Total Economic Life entered on the Adjustments addendum.

Eage_mul.bas (Multi-Family): Does an effective age adjustment between the comparable and the subject. The typical field in which to create this macro is the adjustment field for Age (on the market grid). All comparable information needs to be completed and you must have a Total Physical and Total Economic Life entered on the Adjustments addendum.

URAR.bas or URARcaps.bas (URAR): A long macro that moves through the appraisal, either collecting or verifying the contents of some fields, making decisions based on the contents of some of the fields (like doing different things based on a refinance or sale appraisal), and creating common responses based on the contents of the fields. It is linked to the first field in the URAR. This macro will complete a large portion of the appraisal. It is designed to use the Neighborhood database included with Appraise-It.

DUQR.bas or DUQRcaps.bas (2055 DUQ): A long macro that moves through the appraisal, either collecting or verifying the contents of some fields, making decisions based on the contents of some of the fields (like doing different things based on a

refinance or sale appraisal), and creating common responses based on the contents of the fields. It is linked to the first field in the 2055. This macro will complete a large portion of the appraisal. It is designed to use the Neighborhood database included with Appraise-It.

Multi.bas or Mulcaps.bas(Multi-Family): A long macro that moves through the appraisal, either collecting or verifying the contents of some fields, making decisions based on the contents of some of the fields (like doing different things based on a refinance or sale appraisal), and creating common responses based on the contents of the fields. It is linked to the first field in the Multi-Family. This macro will complete a large portion of the appraisal. It is designed to use the Neighborhood database included with Appraise-It.

Cndo.bas or Cndocaps.bas (Condo): A long macro that moves through the appraisal, either collecting or verifying the contents of some fields, making decisions based on the contents of some of the fields (like doing different things based on a refinance or sale appraisal), and creating common responses based on the contents of the fields. It is linked to the first field in the Condo. This macro will complete a large portion of the appraisal. It is designed to use the Neighborhood database included with Appraise-It.

SPGrid.bas (URAR): Populates the Subject properties description column on the Market grid. In conjunction with this macro, the Auto Transfer must be turned off on the Parking field and some of the other fields in the Subject properties description column. Many appraisers didn't like the method in which the fields from the front page of the URAR were linked to the Market grid. For instance, most just want the number of garage spaces on the grid (in the form of two CAR GARAGES), although on the front they may use the Built-in of Detached lines.

Dovalue1.bas (URAR): This is a macro that sort of polishes off the valuation function. The Macro assumes that you have completed the Cost approach section except for the land value. After entering a value in the Sales Comparison section, the Macro is run with the FKey. It does abstraction to complete the cost approach, updates the Final value field, compares the Value estimate to the Neighborhood price ranges, then informs you if the appraised value is outside those figures. It also checks the Occupancy fields, verifying that tenant or vacant is checked and that the correct information is entered. This macro is linked to the first field in the Subject Properties description column.

Adjtype.bas (any form that includes comps grid): This macro will display the type of adjustment being used in a particular cell of the comps grid. These adjustments will be DATE, SITE, PRICE or UNIT.

Steps for running a macro and assigning an FKey to execute it:

1. Open Appraise-It, and then open a new report in the type for which you want to run the macro.
2. Click in the field where you want to run the macro from, then follow the steps below:
 - a. Click on **Cell** on the main menu, and then click on **Common Responses**.
 - b. Click on **Add**; type an appropriate title, then click on **OK**.

- c. Assign the macro a Hot Key and make sure the Response Type is MACRO.
- d. Click in the white text box, and type what you see below:

call("Track.bas")

- 3. After typing the text above, click on OK. It will run the macro.

Note: The call command in step **d.** above is what needs to be typed for the tracking macro. For each macro in the explanation list, substitute the appropriate BAS file in place of Track.bas above. The steps above will assist you in adding the macros to Appraise-It. Please note that once you begin the macro, it cannot be stopped or canceled.

Year 2000 Compliance

Appraise-It 3.3 is Year 2000 Compliant as long as all dates are entered with a four (4) digit year. All two (2) digit years are assumed by Appraise-It to be in the 20th century (19xx).

Integration with the Productivity Suite

Sketch-It, Apex for Windows, and DC Sketch for Windows:

Appraise-It passes subject property information to the sketch program (address, file number, etc.). Sketch-It provides calculations of the sketch to Appraise-It, which in turn will apply these values and recalculate values in applicable sections of the report. You will need the version of Apex on our CD to achieve this integration with Appraise-It. Your menu will adjust itself to the last sketch program executed and appear with the appropriate title the next time you start Appraise-It. You must use "Save" and not "Save As" in Apex to transfer data to Appraise-It; Apex will then minimize itself. DC Sketch requires you to perform a Print Preview (F7) before the sketch data will be passed to Appraise-It.

Photograph-It:

Appraise-It supplies Photograph-It with property address information. Photograph-It now automatically places a copy of the photos you select for your appraisal report directly in Appraise-It's photo pages. Using the "Post Photos" button requires Photograph-It 4.1 or newer. These photo references are saved with your appraisal and will be accessible for EDI, printing, or viewing within Appraise-It.

Mapping Tools:

If your mapping software can save your prepared map in a quality image format, such as Windows Meta File format, BMP, or JPG, simply double-click on the Location Map in Appraise-It and type in the filename of this saved image to place this image directly into your report for printing and EDI. You can also paste the image from the Windows clipboard by clicking on Paste from Clipboard in the Image Options dialog box.

Track-It:

Track-It can initiate a report and populate it with applicable data from the property record. Appraise-It can optionally populate a record in the Track-It with information from an appraisal report.

Macros:

Please refer to our web site for more macro information. You can find this information at <http://www.sfrep.com/TechnicalSupport/aimacros.htm>. These macros allow you to customize the transfer and calculation of certain data. Please feel free to e-mail any macros that you have created to our technical support staff at tech@sfrep.com.

Database Options

Appraise-It comes with a simple comparable and file index database at no additional cost to you.

Copying almost any database file from the data directory (TRADATA) into your private directory (TRAPRIV) overrides the master database files such as common responses. This comes in handy when you want each user in a multi-user network to have their own database. See online help for file references for Appraise-It's databases.

Multi User Environments/Networks

This version of Appraise-It is network ready and supports file and record locking. Network users **MUST** share a common data directory specified in the install process for file locking to be enabled. If you do not share a common data directory, your files may be accessed by more than one user without any warning message.

If multiple workstations are running a network install of Appraise-It, you must update each workstation when upgrading the software. To update each user's files, run the installation program from each user's workstation. Appraise-It's installation program only updates the file server with newer files, so workstation installs will go fast. If every workstation is identical, you may install the product to the server from a single workstation and copy TRA.INI located in the C:\Windows (Win 95, 98) or C:\Winnt (Win NT) directory to each workstation's Windows directory. Each workstation must have the same directory structure and network drive mappings for this to work; otherwise, you will have to manually modify the [Directories] section of TRA.INI.

System administrators may copy the entire Appraise-It install directory to the file server into a common install directory. The installation directory on the CD for Appraise-It is AI.

Network users may use private databases by copying the network versions of each database (located in the data directory) to their private directory. For example, to maintain your own neighborhood databases copy the files called NEIGHxxx.DTA from the data directory to your private directory. To use common response files, copy all the

.DAT files from the data directory to your private directory. For a private file index, copy the file called TRAINDEX.DTA to your private directory. For the Lender database, copy the file called LENDER.DTA to your private directory. *Blank databases are not installed with the product. They are created the first time you attempt to access them within the program. You may need to attempt to access each database in Appraise-It before they appear in the data directory.

Enhancements/Design Changes

Not included in the documentation:

Holding the ALT key down while using your mouse to select a checkbox is equivalent to disabling checkbox power keys. You may check multiple boxes this way without toggling the other related checkboxes.

Holding down the CTRL key while opening a report will allow you to change the skeleton that is used for that particular report type (i.e. changing photo sizes from 3x5 to 4x6).

Adding the following line(s) to your TRA.INI in the [Options] section will allow you to control certain functions. Add these to the existing lines already there.

- To disable the dimension calculator, which automatically displays itself in the form dimension fields (placing ANY data in these fields will also prevent the dialog box from popping up):

UseDimensionCalc=0

- To transfer the Site Area to the Grid:

Site=Area

- To allow a true "page down" when you hit the Page Down key instead of moving section by section.

Pagebymenu=off

- To disable / and // adjustments in the comps grid, type the following:

CompAdj=OFF

Importing: Appraise-It's import function was primarily designed to convert an appraisal report from one type to another. If you are using this function to import a specific section of another appraisal, like the sales comparison grid, remember that subject information from the source report will be copied as well. If your current subject

property is different than the source report your importing from, make sure you update all subject information for imported section once this process is performed.

Private Directory (TRAPRIV): Appraise-It will periodically decompress images and attachments to your private directory. In normal operation, these images will be removed and Appraise-It will keep this directory clean. If you notice a large number of files building up in this directory as a result of abnormal system termination, shut down all applications and delete all image files from this directory (.JPG's, .WMF's, etc.). Appraise-It will regenerate all of the files you see in this directory except database files placed here manually by the user. Database files may be identified by their .DTA and .DAT extensions. If you do not have any .DTA or .DAT files in your private directory, you may simply delete all files in the private directory (C:\TRAPRIV).

Other Notes:

Many forms have been modified such that the GROSS and NET adjustment values were changed from permanent form text to a user-controlled field that can be disabled for printing purposes. Older forms may require you to make alterations to the adjustment values in order to update the new GROSS and NET fields.

This version of Appraise-It contains new additions to all forms previously sold. You may notice some delay in loading older reports or skeletons. This is because the program may have to update these files before they can be read. You can re-save the files to avoid this delay in future loads.

Use the new skeletons issued with this release for best performance. These default skeletons contain new and updated addenda!

If your system seems to be running abnormally slow, close all your applications and restart Windows. Windows memory can become highly fragmented and reduce overall system performance over periods of extended use or memory intensive operations.

Use the "Report Profile" addendum to speed up your appraisal process. The information you fill out on this page will automatically carry to the report. You may also specify additional report information to help fill out special addenda and generate "smart" letters.

Printing Notes...

Printer Fonts: Overwrites, Rotation, and Overall Display Problems

If you experience problems printing some of the forms on your printer, this section may apply to you. Appraise-It has been configured to compensate for most printer driver errors. Most common problems occur printing the shaded section boxes along the left side of the forms-- SUBJECT, NEIGHBORHOOD, etc.

If these boxes are printing **solid black with no reversed/white lettering** in them-- Choose "Printer Fonts" from the File-Utilities menu after opening your report. Check or

Uncheck (the opposite of what is presently selected) the box labeled "Disable Rotated Fonts".

If the above procedure does not fix the problem or the **text in these boxes prints horizontally across the page instead of vertically down the page**, choose "Printer Fonts" from the File- Utilities menu after opening your report. Choose "Disable Vertical Fonts".

If the **form text is overlapping itself or your data**, choose "Printer Fonts" from the File- Utilities menu after opening your report. Check the font option that is NOT presently selected-- labeled "Alternate Printer Fonts" or "Default Printer Fonts".

If you continue to experience font problems, check with your printer manufacturer to make sure you have the most recent printer driver for your printer model. Most all printer drivers are available on the Internet.

Variations in printable area may cause your photo pages to slightly larger, or smaller than 3x5 or 4x6. Each printer varies in this area. Print photo pages on LEGAL paper for best results on this issue. Printing to LETTER will cause all legal pages to be scaled down somewhat.

Misc. Notes about this release

TRA.INI has been placed in your C:\Windows directory and it contains information settings needed to run Appraise-It correctly. Do not attempt to simply copy the program to another network computer without running the installation program from that workstation.

Appraise-It has been designed to be compatible with **Windows 3.1, Windows for Workgroups 3.11, Windows 95/98, Windows ME, Windows NT, and Windows 2000!** Windows 3.0 is not currently supported.

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Chat Forums

SFREP chat forum

<http://www.egroups.com/group/SFREP-UserGroup>

We would like to thank Ken Rossman for maintaining the SFREP chat forum!