

ClickFORMS UAD Compliant ENV Files

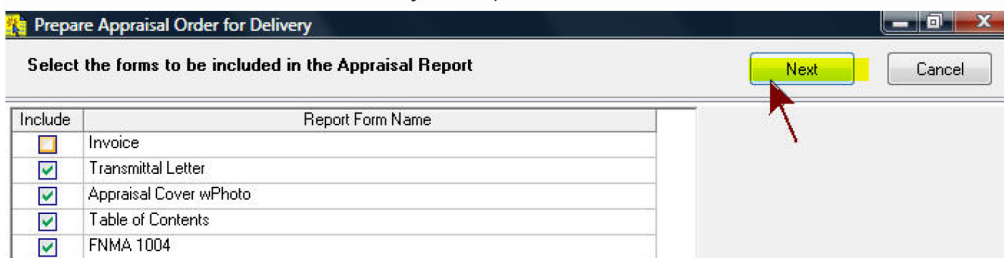
1. From the top menu, click on **Orders** and select **Deliver UAD Appraisal...**



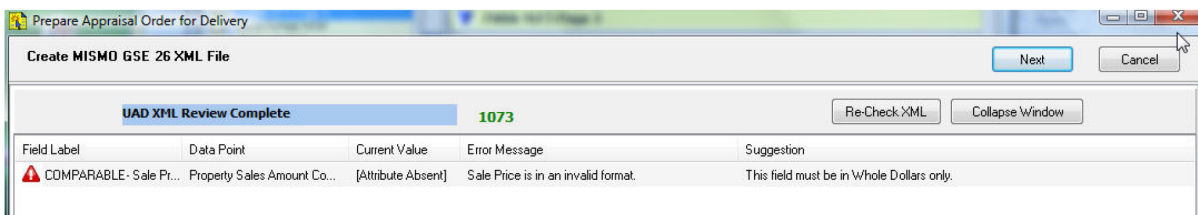
2. From the left column, check the **AppraisalPort** box and click **Next**.



3. Check the forms to be included in your report and click **Next**.

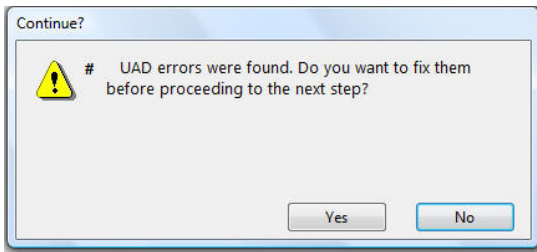


4. If needed, correct any UAD errors that are displayed. Once completed, click the **Next** button. If you do NOT wish to correct the errors, click the **Next** button.

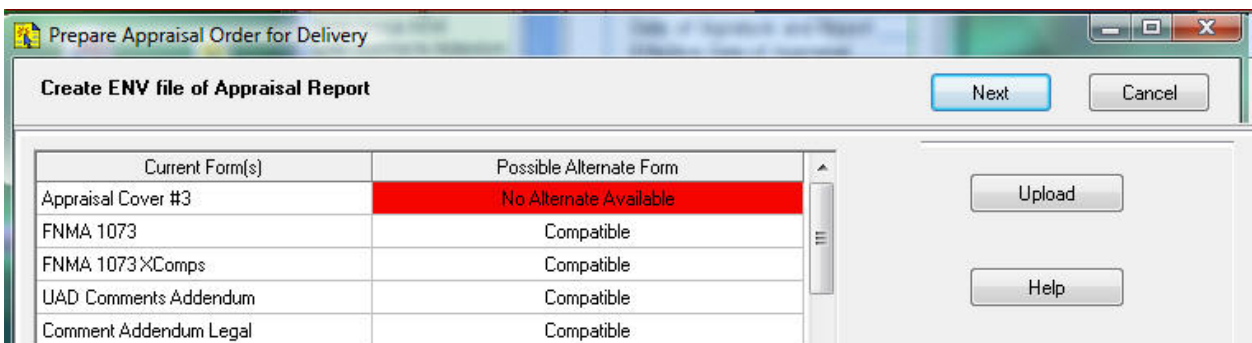


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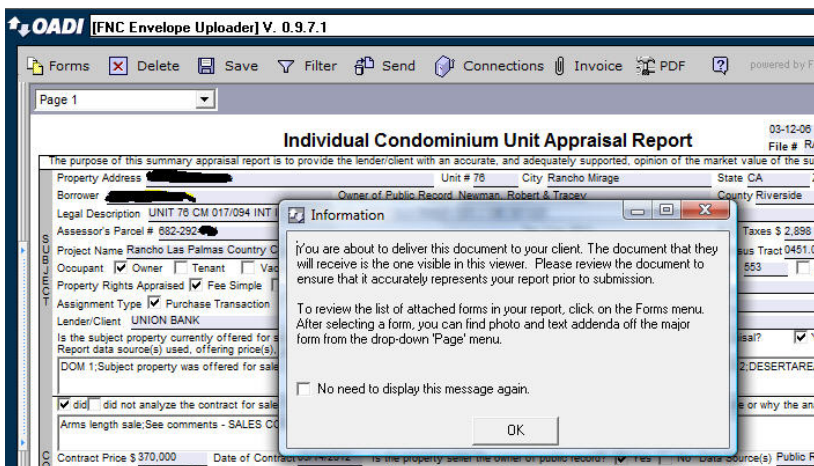
5. A message will appear to verify that you do not want to correct UAD error(s). Click No to continue.



6. Click the upload button to continue. **Note:** Some custom forms will not upload/export.

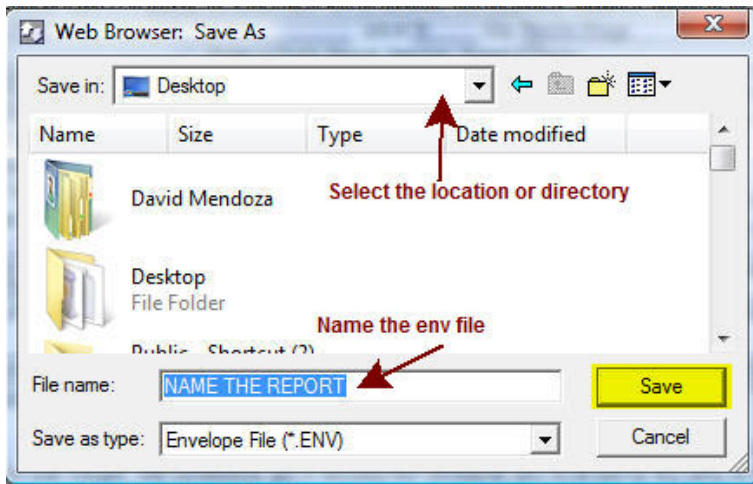


7. Click the OK button on the Information window.



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8. Your ClickFORMS report has been uploaded to the OADI ENV Uploader. Your options for delivery are:
- **Save the report to your hard drive.** Click the Save button, name your file and save it to a memorable location. You can now email your ENV file as an attachment or upload your report to your clients' website.



- **Upload your appraisal report to AppraisalPort.** From the top menu of the OADI window, click the Send button and select "Upload to AppraisalPort". Note: You may be asked for your user name and password to login to AppraisalPort.

