

# Appraisal Studio

## Installation and Support

**STRICTLY CONFIDENTIAL: FOR APPRAISAL STUDIO LICENCEES ONLY**

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## Getting Help

### Appraisal Studio Support

#### User's Guide

The Appraisal Studio User's Manual contains comprehensive, detailed information on using the software. This manual includes step-by-step procedures, reference information and demonstrations.

#### Technical Support

If, after reading the user manual you decide that you require additional training with this program, there are numerous options available. United Systems offers you access to high-quality, responsive technical support. We recognize that support needs vary from user to user; our product support services allows you to receive the type of support that best meets your needs.

#### Telephone Training

Training via telephone is available for users as well as multiple users (conference call). A United Systems Software Technician will walk you through all facets of Appraisal Studio. Training is available in one-hour increments. Please contact your account representative to schedule a training session. Technical Support can be reached at (800) 241-4756.

#### FAX

You can reach the support department by facsimile at (480) 449-2657. Use the fax line to send your support engineer questionable printouts or written descriptions of a problem. The support department is also available to answer many questions using its automated fax service. Make sure we have your current fax number to expedite your request.

#### Support via Electronic Mail

You can contact the next available technical support engineer by sending an e-mail to [support@unitedsystems.com](mailto:support@unitedsystems.com). Be sure your reply address is correct so that the engineer can return your message promptly. Include your name, account number and a detailed description of the problem you're experiencing.

If you need information on renewing your support contract, contact your sales representative at (800) 969-8727. Your support contract entitles you to all of the benefits listed above as well as periodic software updates.

#### Version Insurance Protection & Support

United Systems Software Company offers the comprehensive Version Insurance Protection (VIP) program to provide its customers with the latest product updates, new product information, discount on future purchases, and access to the United Systems Product Support Line. The VIP program is provided on an annual basis for a fee that is priced based on the size and needs of your company.

When forms change, regulations change or new features are added to the software, you can ensure that you'll receive the latest update by enrolling in the Version Insurance Protection program. Your account representative is prepared with the latest pricing structure and benefits included in this program.



## Helping your support Engineer Help You

Providing product support can be challenging, since practically everyone has different computer configurations. To assist the support engineers in providing you with the best possible service, when calling in for technical support please be at your computer and have the following information ready:

- Your account number
- The version of the program and operating system you are using (click the help button to get the version number)
- The exact wording of any messages that appeared on the screen.
- What happened and what you were doing when the problem occurred.

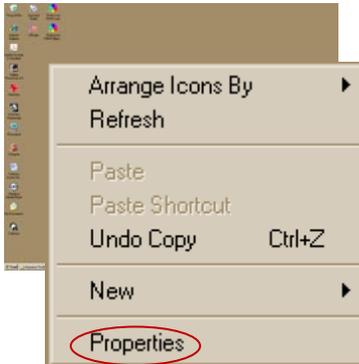
## Appraisal Studio Requirements

Category	Minimum Specifications	Recommended Specifications
Processor (CPU)	Pentium II or better	Pentium III or better
Memory (RAM)	64 MB	128 MB or more
Hard Drive	100 MB free space	1 GB free space
Monitor	15"	17" or larger
Video Colors	8 bit (256 colors)	16 bit (65,536 colors)
Video Resolution	800x600	1024x768 or better
Internet connection	Modem: 33,600 or faster	DSL/Cable/ISDN
CD-ROM	8X	44X
Operating System	Windows 2000 SP 4+/XP SP 2+	Windows 2000 SP 4+/XP SP 2+/Vista
Digital Camera	TWAIN Compliant	TWAIN Compliant
Scanner	TWAIN Compliant	TWAIN Compliant

# Getting Started

## Computer Screen Configuration

Proper configuration of your computer settings is essential. If your computer resolution is not set up properly, Appraisal Studio will not operate correctly.



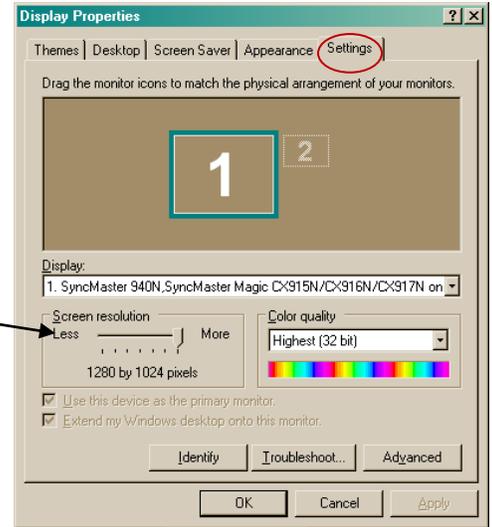
**Figure 1-A**

To configure your computer resolution:

- Right-click on your computer screen desktop.
- Select Properties (**Figure 1-A**).
- The “Display Properties” window screen will appear
- Click on the “Settings” tab (**Figure 1-B**).

Make sure configurations are set at a minimum “800 by 600 pixels” for the Desktop Area. If it is less than 800x600, Appraisal Studio will not operate properly. To change the Desktop Area, click on the slide bar and move

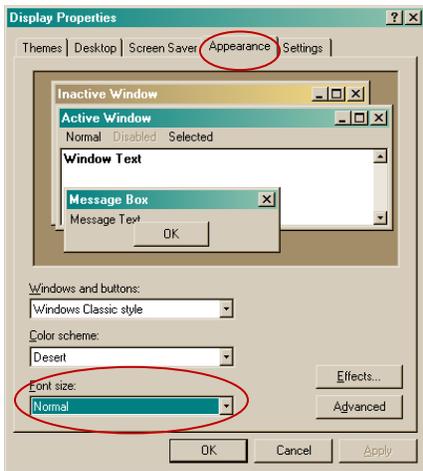
the cursor to the correct setting.



**Figure 1-B**

The “Color Quality” must be set to a minimum of 256 Colors (8 bit). If the number for the color is set lower than 8 bit, many of the screens in Appraisal Studio will display incorrectly.

Click on the Appearance tab to make sure the font size is set to “Normal” in order to display the data and the forms correctly (**Figure 1-C**).



**Figure 1-C**

Once you have set the computer resolution correctly, click on Apply and then click on OK.

Depending on how you have Windows configured, you may need to restart your computer again. Windows may ask you if you want to keep these settings, select “Yes” right away. If you delay or do not click on “Yes”, Windows will revert back to its original settings. After you change your settings, close the control panel and **make sure all other programs are closed before installing Appraisal Studio.**

## Installation Considerations

### Installing to a Network

This section discusses how to install Appraisal Studio to a Peer-to-Peer network and to a Dedicated Server (Client/Server) network. From the beginning, Appraisal Studio was designed to function on and take full advantage of today's networks. While there are many advantages to networking your computers, Appraisal Studio will still work on stand-alone computers.

**Note:** Appraisal Studio uses long file names. If your network does not support long file names, you will have to update and/or replace your network operating system.

### What is a Network?

Networks are one or more computers connected to each other or to a central server allowing users to share resources such as documents or printers. Networks are used to coordinate, connect, and control data in a structured, timely, and robust fashion. Today's networks allow users to share various resources such as files or CD-ROMs even if these resources are not actually present on their computer.

There are two types of networks, Local Area Networks (LAN) and Wide Area Networks (WAN). Appraisal Studio can make efficient use of both of these networks. A LAN is a network of computers and peripherals that extends over small areas, usually one building, or a small campus. Appraisal Studio uses LAN to connect appraisers' computers together to share files.

A WAN is any network that covers wide areas and requires special communication devices to make the connection over long distances and the need for telephone, satellite, or microwave equipment to facilitate the connection. An example of WAN is the Internet. Appraisal Studio uses the Internet to transmit appraisal reports to lenders.

### Network Advantages

There are many advantages for setting up a network. These advantages include increased productivity, electronic messaging, sharing of files, system and file security, centralized file location, easy file backups, sharing of printers, etc.

Increased productivity can be achieved by networking Appraisal Studio. For example, you could download pictures from your camera to one computer while you fill out the forms on another computer. You can share the photo library with all appraisers on the network. You can also take a picture of a subject or a comparable and use the photo by simply including that address on the primary URAR form.

Networks will allow you to share files. These files may consist of appraisal reports, appraisal orders, skeleton files, and macros. If Appraisal Studio is set up on a network, an appraisal that is done by one appraiser can be cloned and used by another appraiser in that office. Quick Entries (Macro Entries) can be shared throughout your network. Thus, the Quick Entry that is entered by one appraiser can be accessed and used by all the other users.

You can also print to any printer attached to your network even if that printer is not connected to your computer. This allows many users to share a printer, saving you both money and space.

If your data files are stored in a central location, file administration and backups are much easier. Backing up your data files is extremely important. Often hard drives can fail without any warning signs resulting in the tragedy of losing years of appraisal work. If Appraisal Studio is networked, all data files will be stored in a central location. Now, instead of going to several different computers to perform your backup duties, it can be done from one computer.

As you can see, there are several advantages to networking computers. You can save time, money, space, and increase your productivity by using a network. While using a network is just as easy as using a stand-alone computer, setting up a network can be a complicated procedure. It is extremely important to set up your network properly. Thus, it is recommended that a professional computer technician set up your network. If you do not already have a competent network technician available, United Systems Software Company may be able to recommend one in your area.



## Types of Networks

The two main types of PC based networks are Peer-to-Peer and Dedicated File Server networks. A Server based network, also called client/server network, is defined by the presence of dedicated server(s) on a network that provide security and administration of the network. In order to operate a server-based network, workstations must rely on the services that the server provides, such as file storage and printing. The server is the central controlling computer in a Dedicated Server network and users don't usually do their work directly on that server.

### Server Based Network

Peer-to-Peer networks are defined by a lack of central control over the network. There are no servers in a Peer-to-Peer network. Users simply share disk space and resources such as printers, as they see fit. In a Peer-to-Peer network, users work directly on all computers.

Server Based Networks contain a central file server that stores the data for all users on the network in a central location. Usually this is a dedicated server, and users do not work directly on this computer. The server also controls the security of the network. The server dictates which users have access to the different parts of the network and can limit the users to certain privileges. The server also may perform other services such as printing, Internet hosting and message transfers.

Server Based Networks have many advantages, especially for client/server networks. The advantages are:

- server-based networks are usually very reliable and offer higher performance than Peer-to-Peer networks;
- Strong central security;
- Central file storage which allows all users to work from the same set of data and provides back up of critical data.
- The ability to share expensive equipment such as laser printers optimized dedicated servers that are faster than peers at sharing network resources.
- Less intrusive security since a single password allows access to all shared resources on the network.
- Freeing users of managing resources, easy manageability of large networks, and a central organization that keeps data from getting lost.

Peer networks also have their disadvantages, although they are mostly related to the cost of the server equipment, including: expensive dedicated hardware, expensive network operation system software and client licenses and a network administrator.

### Peer-to-Peer Network

One significant difference between Peer-to-Peer networks and client/server networks is how they implement security features. Peer-to-Peer networks usually are less secure than Server Based networks. In a Peer-to-Peer network, the user whose computer is attached to the resource can control each particular resource and must know the password to each resource. Also, Peers are not optimized to share resources. Users of a Peer computer may notice a significantly degraded performance when other users are accessing the resource attached to their computers.

Peer-to-Peer Networks have many advantages, especially for small businesses that cannot afford to invest in expensive server hardware and software. These advantages include the following:

- No extra investment in server hardware or server software is required;
- Easier setup;
- No network administrator required;
- Ability of users to control resource sharing;
- No reliance on other computers for their operation;
- Lower cost for small networks.

Peer networks also have their disadvantages including:

- Additional load on computers because of resource sharing;
- Inability of peers to handle as many network connections as servers;
- Lack of central organization, which can make data hard to find;
- No central point of storage for file archiving;
- Requirement that users administer their own computer;
- Weak and intrusive security;
- Lack of central management, which makes large peer networks hard to manage.

Additional equipment needed for a Peer-to-Peer network: a Network Card (one per Computer), Miscellaneous cabling, and a Multi-port Network Hub.



### Which network should I implement?

When deciding which type of network to use, your primary consideration will be whether you can afford a network file server, network operation system software, and the cost of an administrator. If you can, this is the way to go. If you cannot, use a peer-based network.

It is possible to organize a peer-based network in a fashion similar to a server-based network by using a single, powerful computer to store network files and share resources such as printers. Then you will be able to administer shared resources centrally and backup your network in one location. Peers used in this way are called non-dedicated servers.

## Installing Appraisal Studio on a Peer-to-Peer Network

### Requirements

To install Appraisal Studio on a peer-based network, select the most powerful computer in your peer group. The most powerful computer is the one with the fastest CPU, the one with the most amount of RAM and with the largest hard drive. Make sure that the computer meets, or preferably, exceeds the minimum requirements stated in the Appraisal Studio Requirements section. This is the computer that will be used as the non-dedicated server.

**Note:** If you have a previous version of Appraisal Studio installed on your computer and it is your intent to reinstall Appraisal Studio, it is highly recommended that you install Appraisal Studio in the same directory as the previous version. If you install it into a different directory, you will not be able to access the previous version. Also, close all programs before running Appraisal Studio's install program.

### Map Network Drive on each Workstation

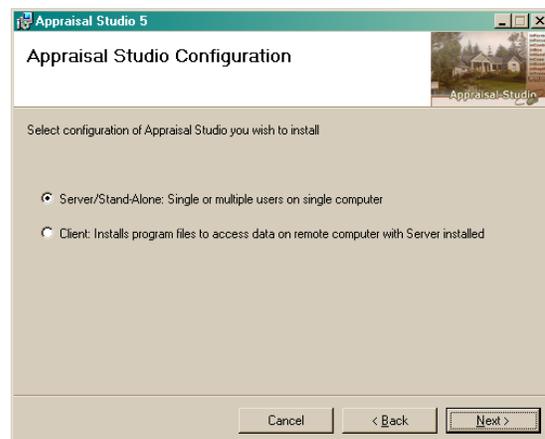
Map a network drive on each workstation to point to a hard drive on the non-dedicated server. (You can skip this step if your network administrator has already mapped a network drive.) To map a network drive, double-click on the Network Neighborhood icon on your desktop. Then double-click on the non-dedicated server and right-click on the drive where you are going to install Appraisal Studio. Choose "Map Network Drive" and select a drive letter by clicking on the drop-down box. Repeat this process for each workstation. It is a good idea to choose the same drive letter, the "C" drive for the non-dedicated server and the "F" drive for each workstation.

### Appraisal Studio (Server Installation)

An Appraisal Studio network installation actually consists of two types of installations. The server installation (which is performed only once on the non-dedicated server) and the workstation or client installation (which is performed on each workstation intending to run Appraisal Studio).

To install Appraisal Studio (network) to the non-dedicated server:

- Choose "**Server/Stand-Alone: Single or multiple users on single computer**" from the Configuration setup menu (**Figure 3.A**).
- Click "Next" to continue the installation process.
- Move through the rest of the installation wizard by clicking the "Next" or "Yes" buttons.
- It is highly recommended that you install to the default destination location, which is:
  - **C:\ProgramData\United Systems\Appraisal Studio 5** for a server running Vista or
  - **C:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5** for a server running Windows 2000 or Windows XP.



**Figure 3-A**

You can cancel the Appraisal Studio installation at anytime by clicking on the "Cancel" button.

The installation process installs all the necessary shared files to the non-dedicated server. At the end of the installation you may be prompted to reboot the computer. The server installation does not install any desktop icons or program groups. In order to run Appraisal Studio, you will need to perform the client installation on each workstation intending to run Appraisal Studio.

### Appraisal Studio (Client Installation)

The client installation is not started from the setup menu. Instead the client installation files were installed during the server installation. You will need to navigate to the “Install Client” folder and run the “Setup.exe” file, which is typically found at

- **Windows 2000/XP:** C:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5 on the non-dedicated server and F:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5 on each workstation
- **Windows Vista:** C:\ProgramData\United Systems\Appraisal Studio 5 on the non-dedicated server and F:\ProgramData\United Systems\Appraisal Studio 5 on each workstation.

Move through the installation wizard by clicking the “Next” button. It is highly recommended that you install to the default destination location, which is **C:\ProgramData\United Systems\Appraisal Studio 5** for a server running Vista or **C:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5** for a server running Windows 2000 or Windows XP. You can cancel the Appraisal Studio installation at anytime by clicking on the “Cancel” button. The installation process installs all the necessary files to the workstation (refer to Installation, page 11). At the end of the installation you may be prompted to reboot the computer. It’s always a good idea to reboot the computer to give the operating system a chance to update any system settings. The client installation installs the desktop icon and program group. To run Appraisal Studio, click on the desktop icon. Follow the “First Time Use” instructions located on page 14 to access the Appraisal Studio screen for the first time.

## Installing Appraisal Studio to a Dedicated File-Server Network

### Requirements

Make sure that the computer meets, or preferably, exceeds the minimum requirements stated in the Appraisal Studio Requirements section.

**Note:** If you have a previous version of Appraisal Studio installed on your computer and it is your intent to reinstall Appraisal Studio, it is highly recommended that you install Appraisal Studio in the same directory as the previous version. If you install it into a different directory, you will not be able to access the previous version. Also, close all programs before running Appraisal Studio’s install program.

### Map Network Drive on each Workstation

Map a network drive on each workstation to point to a hard drive on the server. (You can skip this step if your network administrator has already mapped a network drive.) To map a network drive, double-click on the Network Neighborhood icon on your desktop. Then double-click on the server and right-click on the drive where you are going to install Appraisal Studio. Choose “Map Network Drive” and select a drive letter by clicking on the drop-down box. Repeat this process for each workstation. It is a good idea to choose the same drive letter, the “C” drive for the server and the “F” drive for each workstation.

### Appraisal Studio (Server Installation)

An Appraisal Studio network installation actually consists of two types of installations. The server installation (which is performed only once on the server) and the workstation or client installation (which is performed on each workstation intending to run Appraisal Studio).

To install Appraisal Studio (network) to the server,

- Choose “**Server/Stand-Alone: Single or multiple users on single computer**” from the Configuration setup menu (**Figure 3.A**).
- Click the “Install This Program” to start the installation process. Move through the installation wizard by clicking the “Next” or “Yes” buttons. It is highly recommended that you install to the default destination location, which is **C:\ProgramData\United Systems\Appraisal Studio 5** for a server running Vista or **C:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5** for a server running Windows 2000 or Windows XP. You can cancel the Appraisal Studio installation at anytime by clicking on the “Cancel” button.

The installation process installs all the necessary shared files to the server. At the end of the installation you may be prompted to reboot the computer. It’s always a good idea to reboot the computer to give the operating system a chance to update any system settings. The server installation does not install any desktop icons or program groups.



In order to run Appraisal Studio, you will need to perform the client installation on each workstation intending to run Appraisal Studio.

#### **Appraisal Studio (Client Installation)**

The client installation is not started from the setup menu. Instead the client installation files were installed during the server installation. You will need to navigate to the “Install Client” folder and run the “Setup.exe” file, which is typically found at

- **Windows 2000/XP:** C:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5 on the non-dedicated server and F:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5 on each workstation
- **Windows Vista:** C:\ProgramData\United Systems\Appraisal Studio 5 on the server and F:\ProgramData\United Systems\Appraisal Studio\Install Client on each workstation.

Move through the installation wizard by clicking the “Next” button. It is highly recommended that you install to the default destination location, which is **C:\ProgramData\United Systems\Appraisal Studio 5** for Vista or **C:\Documents and Settings\All Users\Application Data\United Systems\Appraisal Studio 5** for a server running Windows 2000 or Windows XP. You can cancel the Appraisal Studio installation at anytime by clicking on the “Cancel” button.

The installation process installs all the necessary files to the workstation. At the end of the installation you may be prompted to reboot the computer. The client installation installs the desktop icon and program group. To run Appraisal Studio, click on the desktop icon. Follow the “First Time Use” instructions located on page 14 to access the Appraisal Studio screen for the first time.



# Installation

Appraisal Studio installation is easy. After a few steps, Appraisal Studio copies the software and creates a United Systems program group and desktop icon. If you are a network administrator, note figure 2-D which now allows you to select the appropriate version.

Before you begin installing Appraisal Studio on your computer, make sure that Windows 98/2000/XP/Vista is installed on your computer and the computer meets the minimum requirements stated in the **Getting Help** section.

**Note:** Make sure all other programs are closed before installing Appraisal Studio.

Insert your Appraisal Studio CD into the CD-ROM drive of your computer. This will initiate the auto-run feature on the CD.

**Note:** If your system does not bring up the installation screen automatically when you insert the CD into your hard-drive, you may have the auto-run feature disabled on your PC. To bring up the installation screen, follow these instructions:

- Click on the **Start** button from your Workstation.
- Select "Run" from the Start Menu and type the drive letter of the CD-ROM followed by `:/setup.exe`.
- Click **OK**.

**Note:** The Adobe Acrobat software that is included with Appraisal Studio is the Acrobat Reader. In order to send reports in PDF Format, the full version of Adobe Acrobat must be purchased from your local software supplier or online at <http://www.adobe.com/>.

After the Install Shield Wizard prepares your computer for the installation, the Appraisal Studio installation screen (**Figure 4-A**) will appear. Click on **Next (A)** to continue the installation process (**Figure 4-B**). Read the information on the screen and click Next (**B**). Read the "Software License Agreement" (**Figure 4-C**) and click on "I Agree" (**C**) and then "Next" (**D**) to continue. The configuration screen (**Figure 4-D**) will appear asking you to select either a "Server/Stand-alone" install, or the option where the "Client installs the program files to access the data on a remote computer where the server is installed". Select the desired option and press Next (**E**).

The "Select Installation Folder" screen (**Figure 4-E**) will appear showing you the location for your Appraisal Studio installation. Select Next (**F**) to continue. It is recommended that you use the default location and do not change the destination folder. Follow the instructions on the rest of the screens until the installation is complete (**Figure 4-H**). If you wish to install additional applications, such as Apex or Acrobat Reader, you can do so at this time. Otherwise, open your newly installed Appraisal Studio.

This is the Welcome page that states "The installer will guide you through the steps required to install Appraisal Studio on your computer".

A warning message discusses unauthorized duplication or distribution.



Figure 4-A



Figure 4-B



The **License Agreement** Screen. Click on the “I Agree” radio button after reading the agreement. The “Next” button will now be available. Press Next to proceed to the next box.

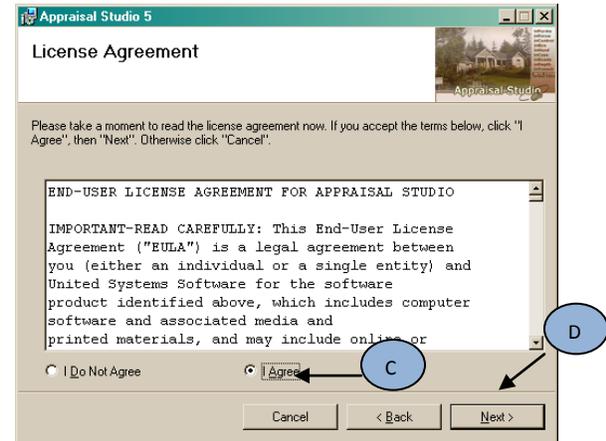


Figure 4-C

Select the appropriate configuration

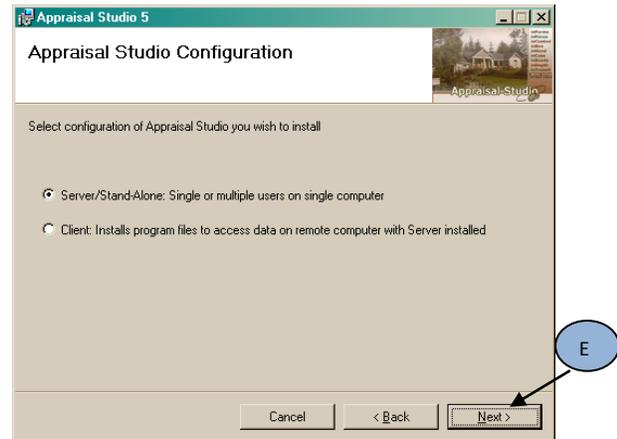


Figure 4-D

Installer now ready to install the software

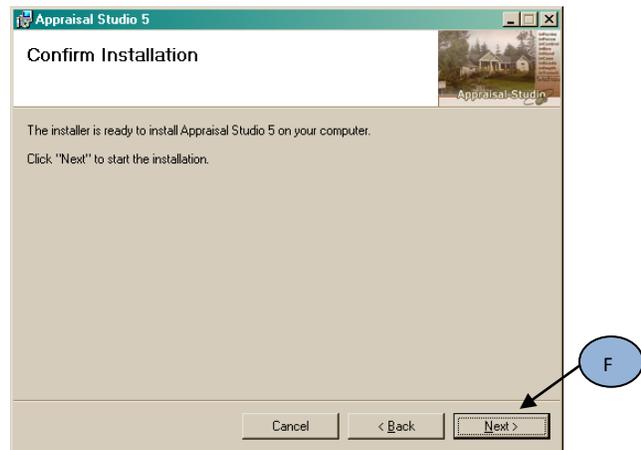


Figure 4-E

The software is installing.

If you have a previous version of Appraisal Studio and the installation finds previous Appraisal Studio Data please refer to the **Previous Appraisal Studio Data** section (at the end of this document) for additional information.

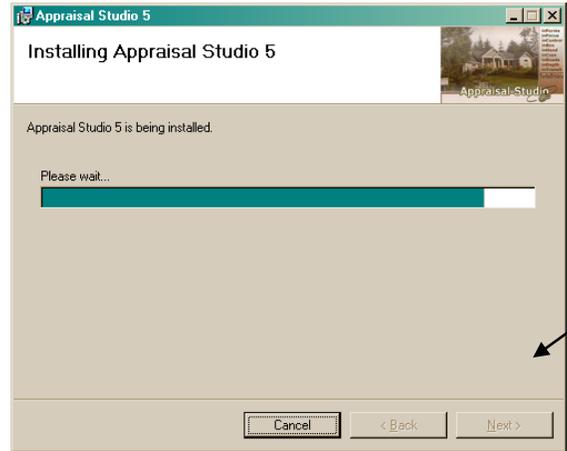


Figure 4-F

The software has successfully installed

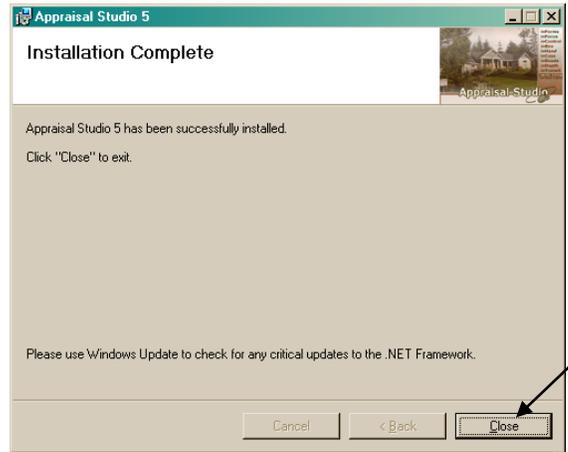
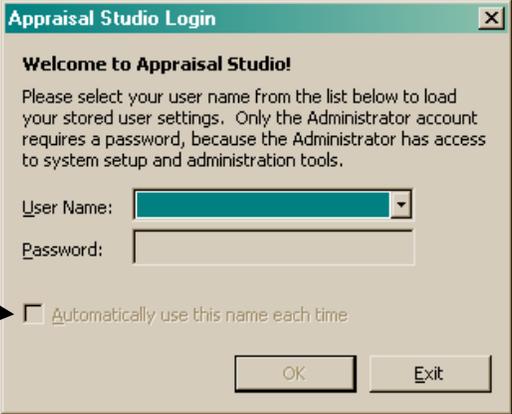


Figure 4-G

# First Time Use

To start Appraisal Studio, click on the **Start** button from your workstation. Select **Programs, United Systems**, and then click on **Appraisal Studio** or double-click on the Appraisal Studio icon on the main desktop.

When you are starting Appraisal Studio for the first time, the “Login” window screen will appear and ask you for a user name (**Figure 5-A**). From the drop-down menu, click on the drop-down arrow at the end of the User Name text box and choose the user name **Administrator** and type in “**password**” in lower case as the default password. If you are logging in for the first time, the only user name available is administrator. You may select to automatically use this name each time by checking the box in the left hand corner. This will bypass the login and password screen and start Appraisal Studio. Click on **OK** to start Appraisal Studio.



**Figure 5-A**

**Note:** Only the administrator can add or remove users. If your user name is not on the drop-down menu, contact your office administrator. To receive administrator privileges, you must be logged in as “Administrator”. For user access rights, continue to Configuration.

**Note:** Only the Administrator account requires a password to log in to Appraisal Studio. Other user's passwords will only be required once those users wish to sign a report. See Signing a Report later in this manual.

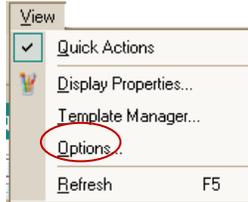
Once you log into Appraisal Studio for the first time, you will be prompted to enter your activation information (**Figure 5-B**). If you are evaluating Appraisal Studio, click the “Continue Trial Evaluation”. The evaluation period lasts for 30 days.



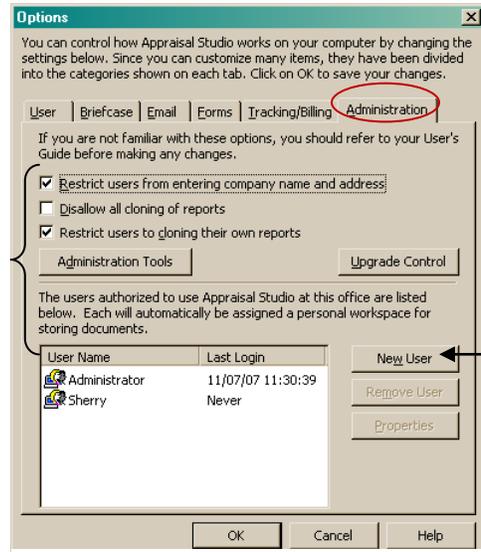
**Figure 5-B**

# Configuration

After you install Appraisal Studio, you need to make some initial configuration settings. To configure your Appraisal Studio software, click on **View** in the menu bar and click on Options. To choose the administrator features click on the “Administration” tab. This will display Administration options (**Figure 6-A**).



When logged in as the Administrator, you have additional options that govern how other users interact with Appraisal Studio. These options include restricting other users from entering, deleting or editing company information (such as company’s name and address), adding and deleting users, changing passwords of existing users, managing digital signatures, and Administration Tools. To restrict users from changing such information, click on the **Restrict user from entering name and address** box in this window.

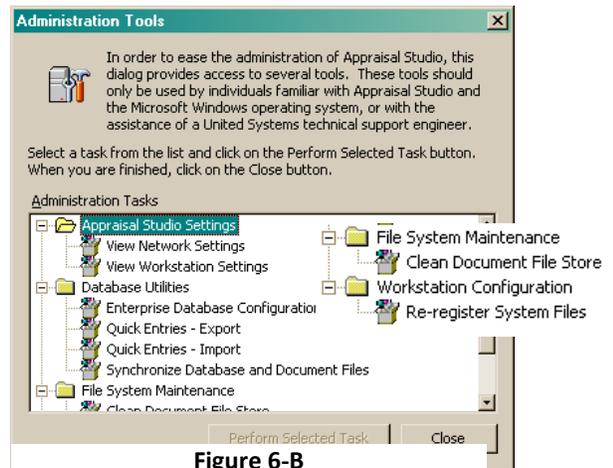


**Figure 6-A**

### Administration Tools

Appraisal Studio has some tools available for the administrator (**Figure 6-B**). These tools consist of Appraisal Studio Settings, Database Utilities, File System Maintenance tools, and Workstation Configuration Tools. One of the Database tools is “Synchronize Database and Document Files”. This utility compares the database to the document files and removes the database entry for missing documents. It then inserts missing reports on the main Appraisal Studio screen.

Appraisal Studio Settings allow the network administrator to directly edit the program’s configuration files. Incorrect configuration settings will result in making Appraisal Studio inoperable. These setting should not be changed unless specifically instructed to do so by a United Systems Software Technician.

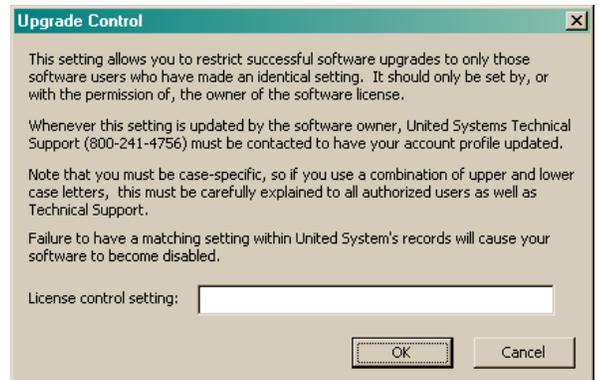


**Figure 6-B**

### Upgrade Control

By entering the License Control Setting on the Upgrade control dialog box (**Figure 6-C**), only those Appraisal Studio Software users who have entered the identical setting can receive software upgrades. Only the owner of the software license should use this control.

**The owner needs to contact United Systems technical support (1-800-241-4756) to have the account profile updated.** Note: the entry of this information is case-specific. The use of upper and lower case letters must be fully explained to all authorized users as well as technical support. The software could become disabled if the information is not entered correctly by the users.



**Figure 6-C**



### To Add a New User

In order for a new user to begin using Appraisal Studio, the administrator needs to provide a user name and password. A folder will be created with this user's name and the name will automatically appear on any reports that are created by this new user. Only people logged in as Administrator can see the Administration tab.

- Click on **New User** button (A). The New User window will appear (**Figure 6-D**).
- If you are using a signature disk, insert the disk in the drive and click on the **Signature Disk** button (B) and the user is added automatically.
- If installing a user without a scanned in signature, click on the **No Signature** button (C).
  - The User Properties box appears (**Figure 6-E**).
  - Type in the user's name and enter a user password.
  - Choose an empty signature and click on **OK**.

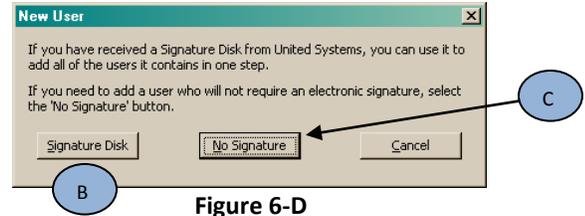


Figure 6-D

### Using your Signature Disk

If you are using a signature disk provided by United Systems the process for adding a new user and their signature is automated. To receive a signature disk, you must fill out, sign and send in the form in Appendix A. Stamps and seals are required in some states. If you would like to add a stamp along with your signature form, include the stamp on the form you send in. If the user was previously installed with an empty signature, remove the user and then reinstall with signature disk. Put the signature disk in a disk drive and click on the **Signature Disk** button. Appraisal Studio will search all available floppy drives. If Appraisal Studio finds a signature disk, it will add the user's name automatically. Appraisal Studio will set a default password for each user it

adds. The default password is "password".

### Install a User Manually

To install a user manually, you first need a properly scanned signature disk. Click on "No Signature" (C). The User Properties box will appear (**Figure 6-E**). The user name field will appear highlighted. Type the new user's name and press the tab key. This will move the cursor to the password field. Type the user's password in both password fields.

**Note:** The password should be a maximum of eight characters. For security reasons, the password should not be the user's name. Use "password" (default), birth date or any other easily remembered word.

### Deleting a User

If you delete a user, you permanently prevent that user from accessing their account and Appraisal Studio. In the Administration tab (**Figure 6-F**), highlight the user (D) and click on **Remove User** (E).

**Note:** This does not delete the User's folders and reports.



Figure 6-E

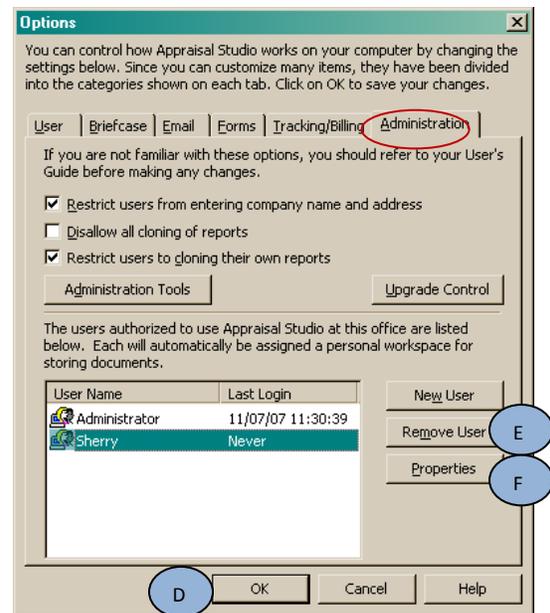
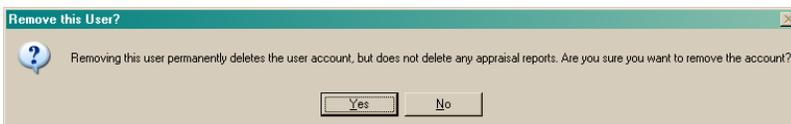


Figure 6-F



## Editing a User Account

In the Administration tab, highlight the user and click on **Properties (F)**. The “User Properties” screen displays (**Figure 6-G**). This is the same screen that appears when you are adding a user manually. This screen allows the administrator to change a user’s password.

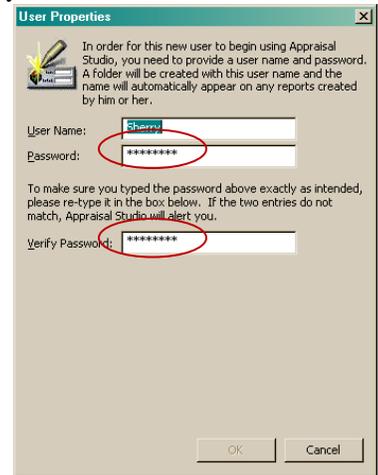


Figure 6-G

## Forgotten Passwords

If a user forgets their password, the Administrator can change the password at any time. However, if the Administrator forgets their password, the registered owner of Appraisal Studio must contact Technical Support and provide proof that they are in fact, the registered owner. The Support Technician will be able to decrypt the forgotten password. There will be a charge for this service.

## User Tab Setup

After configuring the administration tab, the next step is to configure the remaining tabs.

To configure your company information and appraiser information enter this in the “User” tab (**Figure 6-H**). This allows for the company information to print on the top of the appraisal forms. If the company name and address is grayed out, the user will not be able to modify this information. To have access to this information, the administrator must uncheck the “**Restrict users from entering company name and address**” box in the Administration tab.

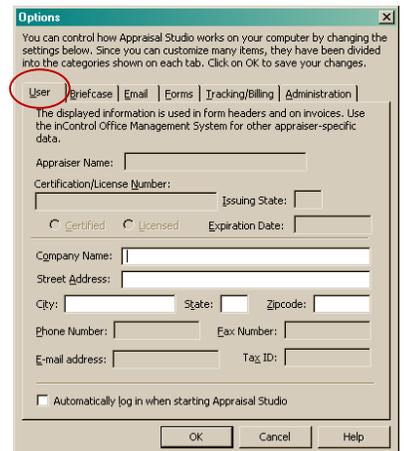


Figure 6-H

Other than the company information fields, the remaining fields are unique to each user. This user information will be automatically added to the proper fields within each form. You can edit the user information fields in each form.

## Briefcase Tab Setup

The “Briefcase” tab (**Figure 6-I**) is intended to let you transport documents between locations, such as your home and office. To use the “Briefcase” tab, you need to specify a drive on your computer that can be used to temporarily store documents. First install a disk in the drive you wish to use as your briefcase. Then, using the drop-down menu list, click on the drive, Floppy or Zip Drive that you wish to use as your briefcase.

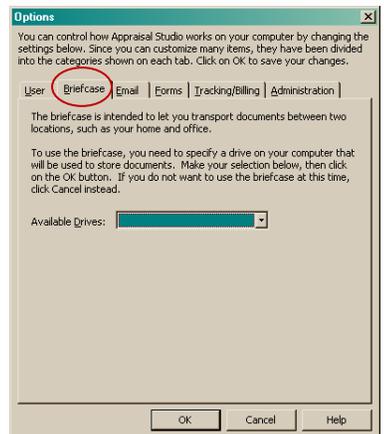


Figure 6-I

**Note:** You cannot open a report from Briefcase. You must first move it to a folder before opening.

## E-mail Tab Setup

In order to be able to send and receive appraisals and appraisal orders, you must be connected to the Internet. First you need to get information from your local Internet Service Provider (ISP), specifically your SMTP Server information and POP3 Server Information. Enter the data in the required fields and choose your Internet Provider (**Figure 6-J**).

When you sign up for the Internet access with an ISP, make sure that they can provide a direct connection to the Internet. Avoid network communities such as America Online,

Microsoft Network, etc. These networks have gateways that often corrupt Appraisal Studio's data and forms. If your Internet Service Provider is listed in the dropdown list, choose it by clicking on the dropdown arrow. Their POP3 and SMTP server information will automatically be inserted. If you are using a different ISP, choose "other" from the drop-down menu and insert their SMTP and POP3 server information in their field boxes. Your Internet provider will provide this information.

### Forms Tab Setup

This screen (Figure 6-K) allows you to set a single font for the entire document. Pressing "Default Font" will bring up a font dialog box (Figure 6-L). Select the font (G), font style (H), size (I), and script (J). A sample of the selected information will appear in the middle of the Font box. Once OK (K) is clicked a sample of the text will also appear in the Options Forms box (L).

You are also given an option regarding the format of the text that is automatically inserted into the report, specifically using all uppercase text. You

can also set the program to automatically overwrite any data already in the field, default to display checkbox hints, automatically use smaller fonts, etc (M).

Appraisal Studio provides certain popup windows that allow you to use external calculations in the following areas:

- Depreciation Calculator
- Site dimensions
- Land Form Adjustments
- Saved Neighborhoods
- Flood Integration
- Signature Actions
- Land Ratios

By clicking on the check box next to the items listed, you can enable or disable that window from appearing while you edit your report (N).

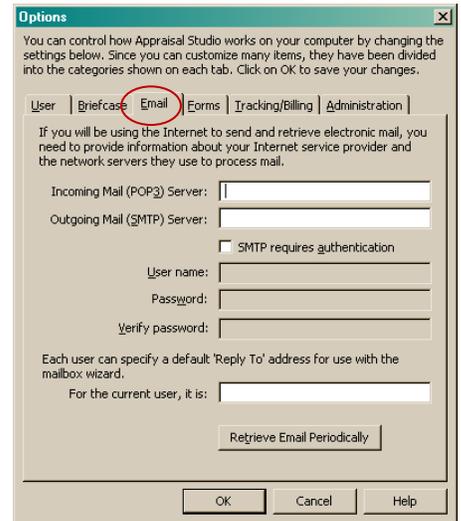


Figure 6-J

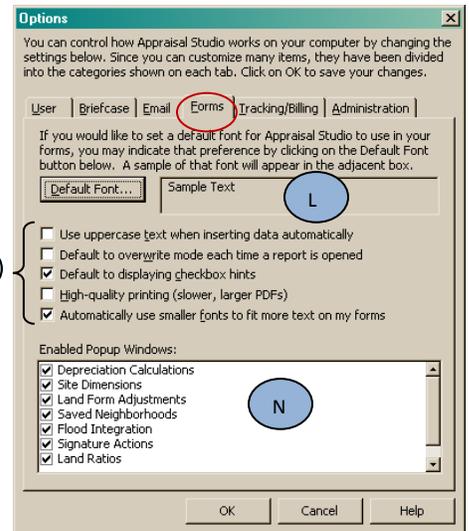


Figure 6-K

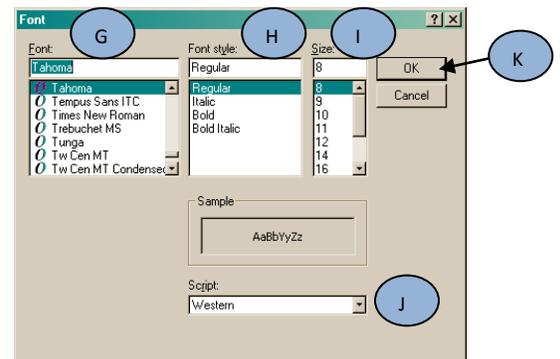


Figure 6-L



# Previous Appraisal Studio Data - Using Data Wizard

## Appraisal Studio Data Wizard

The “Previous Appraisal Studio Data Found” screen will appear when a previous version of Appraisal Studio is detected. The Appraisal Studio Data wizard will take you through the steps to move your existing data to the new version. If the install is a “Client” install, only the “User Settings” option is displayed because all data resides on the server.

- A. Click next to the items to check the information that you would like to have available in Appraisal Studio. Check “User Settings” to migrate settings such as email configuration, default fonts, etc. It is recommended that you have the Appraisal Studio Data Wizard migrate the user settings. Note the disk space and space available amounts.
- B. Press “Next” to continue or “Cancel” to stop the data migration process.

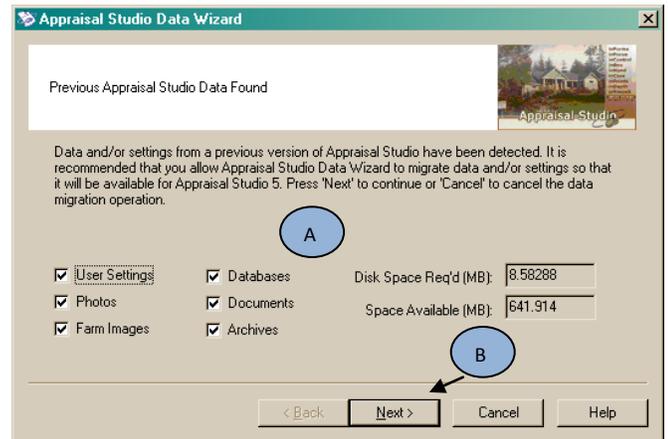


Figure 7-A

- C. The Migrating Appraisal Studio Data screen will appear.
- D. Press “Next” to allow the wizard to process the migration

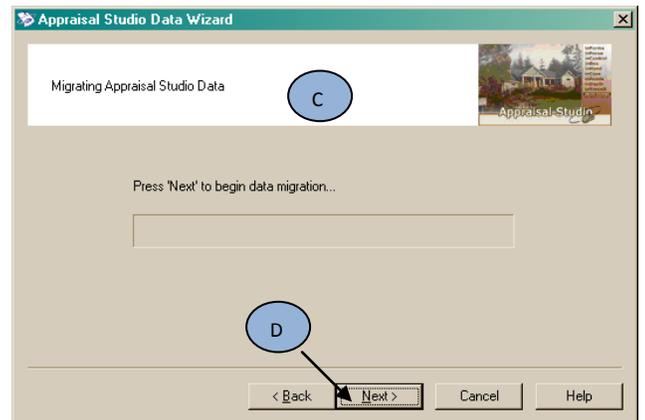


Figure 7-B

- E. Press Finish when the migration is complete

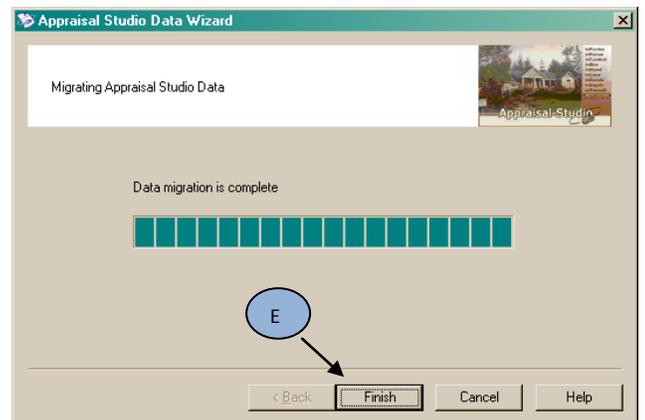


Figure 7-C