

MapPro directly integrates with the following Appraisal software packages:

- SFREP's Appraise-It
- ACI's ACI Report
- Bradford Technologies ClickFORMS

The following instructions show how to use MapPro seamlessly with any of the above appraisal software programs:

These instructions assume you have downloaded and installed the latest version of MapPro. MapPro Installation instructions can be found at <http://www.mapproinc.com/kb.htm>.

● START APPRAISAL

1. With MapPro properly installed, make sure MapPro is CLOSED then start your appraisal software program (Appraise-It, ACI or ClickFORMS).
2. To keep things simple, start with a blank URAR report and enter a known address for the subject (like your home or business address). Include a zip code if known.
3. Now enter an address for COMPARABLE 1, maybe an address on the next street or similar. For this address, misspell the street name. This should cause the MapPro ADVANCED SEARCH window to come up so you can see how it works.

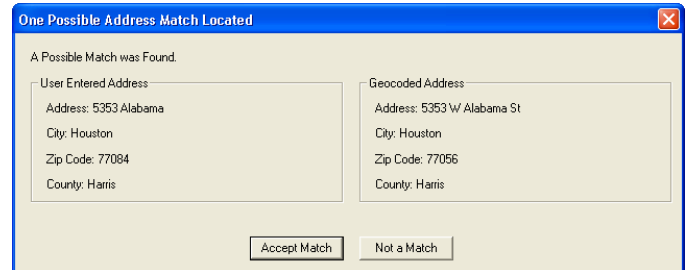
● TRANSFER ADDRESSES TO MAPPRO


4. With two addresses entered into your blank report, go to the pull-down menu at the top of your appraisal software and select the appropriate menu item:
 - Appraise-It = **Tools>MapPro**
 - ACI = **eServices>Maps>MapPro**
 - ClickFORMS = **Tools>MapPro**

The appraisal software will then pass the addresses to MapPro. MapPro will attempt to resolve each address in the appraisal. You may see a few different **Possible Address Match** windows appear while MapPro is attempting to resolve each address. Here are some examples:

SINGLE POSSIBLE MATCH

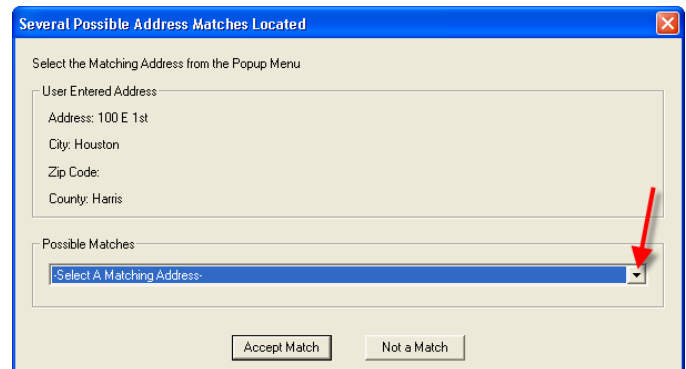
If MapPro finds a single match to an address you entered, you may get a single side-by-side comparison with the address you entered on the left and a possible match on the right side.




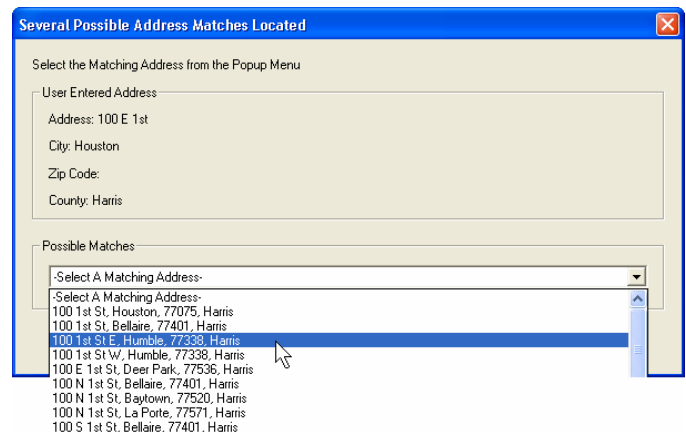
5. If the match is correct, simply click  and MapPro will move on to the next address.

SEVERAL POSSIBLE MATCHES

If more than one possible match is found for an address, you may see a window with a drop-down list.



6. Simply click on the drop-down list, select the correct address, then click on  to continue.



ADVANCED SEARCH

If the address cannot be matched at all, you may see an **Advanced Search** window.

Look at the **Street Name** field. You may need to shorten the name or only search for part of the street name. For example, if the street name was "**Alabama**," it possibly could be spelled several different ways. It may be better to search for only part of the street name instead of the entire name. Let's search for any street that has the letters "**Ala**" anywhere in it. To do this:

7. Type in "**ala**" for the **Street Name** field **A**

8. Select **Containing** **B** to look for "**ala**" anywhere in the street name
9. Click **Search** **C** to start the search.

10. If you see the correct match in the top half of the search window, select the match from the list **D** then click on **Select** **E**
11. If you do not see the correct match, you may need to select **All Zip Codes** **F** or select a different **County** then click **Search** again.
12. If you still cannot resolve the address, click on **Skip** and MapPro will place the arrow in the middle of the zip code or near the street and you can move the arrow later on the map.
13. Once all the addresses have been resolved, you will see the **Map Point Data** window with all of your addresses. Click **OK** to close the window.

● VIEW MAP


14. Now it is time to view a map. Go to the toolbar at the top and click on **Location Map**




(FYI - the button just to the right of Location Map is **Flood Map**, which you do NOT have to view but may want to from time to time. We will not view the flood map in this exercise)


When the map comes up, you should see the arrows for your two addresses (if you do not see both arrows, don't worry). Let's find out how to zoom in and out and move around the map.

● ZOOM IN & OUT

15. On the toolbar, click on  **Zoom-Out**, then position your mouse in the middle of the map and click once. This will zoom the map out one level.


16. Zoom in as needed by clicking on  **Zoom-In**

● MOVE AROUND

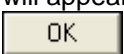
17. To move around, on the toolbar you can click the  **Grabber** then click and drag the map OR use the scroll bars on the right and bottom of the screen.

● MOVE ARROW

On occasion, it may be necessary to move an arrow.

18. To move an arrow, on the toolbar click on  **Move Arrow**.

19. Your cursor will now be a cross-hair '+'. Position your cursor on the map at the NEW desired location and click your mouse button.

20. A small window will appear. Select which arrow to move then click .

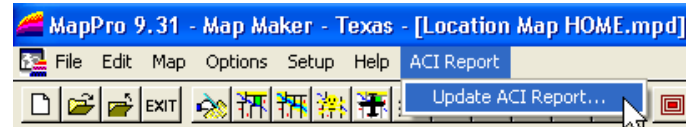


21. MapPro will redraw the map with the arrow in the new location.


● TRANSFER MAPPRO TO APPRAISAL

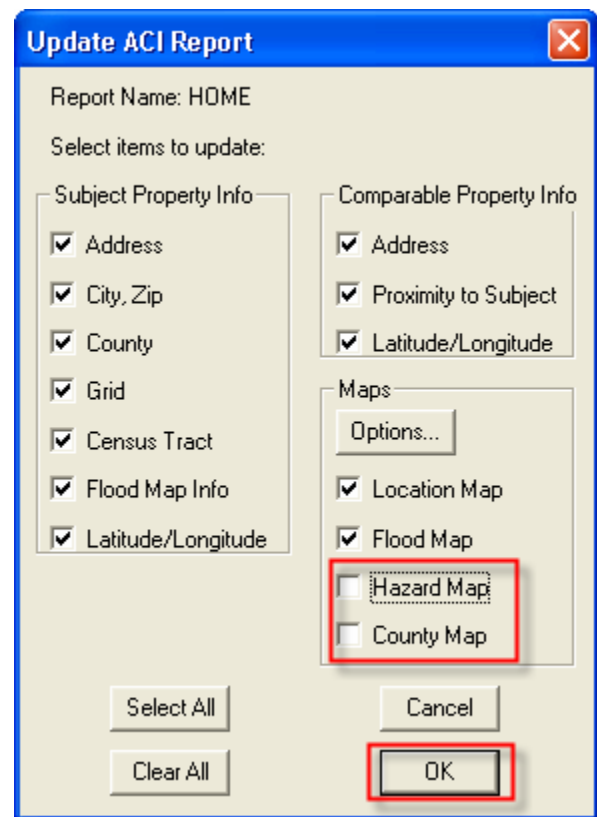
With all the arrows correctly positioned, it is time to transfer everything back to the appraisal software.

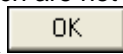
22. Look at the very top of MapPro on the pull-down menu just to the right of **Help** and you should see the name of your appraisal software (Appraise-it, ACI Report or ClickFORMS). Select the item.




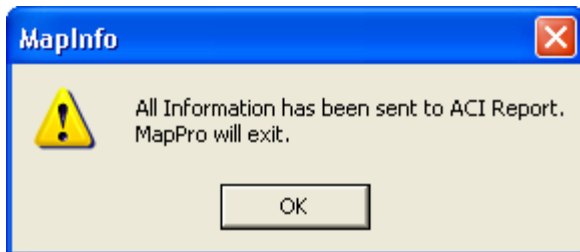
23. Once you select the item, there will only be one choice in the pull-down list, **Update Appraise-It...** (or ACI Report or ClickFORMS). Click on the item in the pull-down menu.

24. The first time this check box window opens, all the boxes will be cleared. Click on .



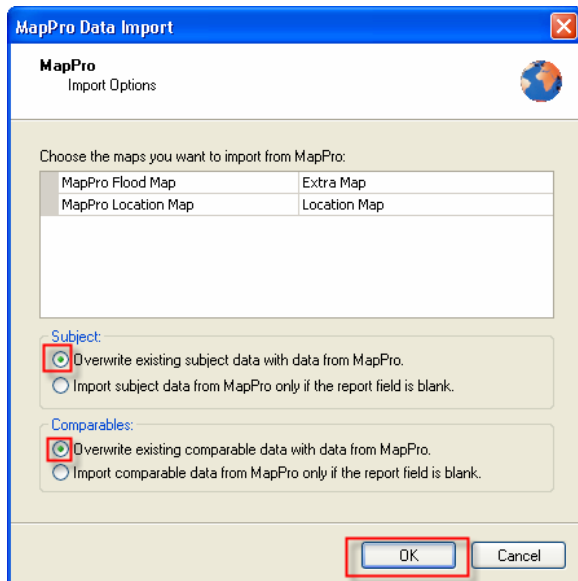
25. In the lower-right corner, CLEAR to boxes for **Hazard Map** and/or **County Map** (which are not normally used in appraisals) then click .

26. You will see MapPro hard at work, transferring the information back to your appraisal software. When the transfer is complete, click  or YES to close MapPro and return to your appraisal software.

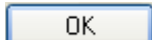


ACI USERS ONLY:

When you return to ACI, you will have a **MapPro Data Import** window.



You can leave the defaults alone and let the MapPro addresses overwrite your original appraisal addresses OR only import the MapPro addresses if the appraisal addresses are blank. More than likely, MapPro made some corrections to your original addresses. Make your selections then click




● VERIFY DATA IN APPRAISAL

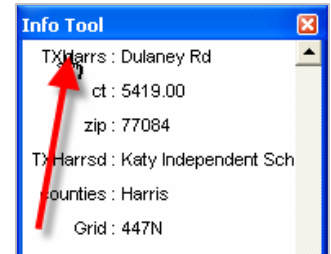
27. Back in your appraisal software, go to the top of page 1 and verify the **Census Tract** field is populated.
28. In the middle of page 1, verify the flood data section is filled in.
29. Go to page 2 and you should see **Proximity to Subject** populated.
30. Verify you have a **Location Map** page. Look at the bottom of the map and you will see the legends with the addresses listed.
31. The **Flood Map** page (Extra Map page in ACI) should also be in your report.

● EXTRAS – Info Tool

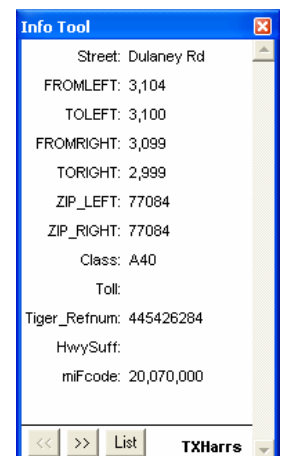
Two more helpful items available in MapPro are the Info Tool and Ruler.

32. When viewing a map in MapPro, go to the toolbar and click on  **Info**


33. Now if you click on a street or river or any item, a small Info Tool window will appear in the lower-right corner with some information about the item you clicked on. If you clicked on a street, you would see info like the street name, census tract, zip, school district, county & grid.



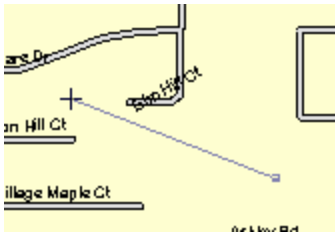
34. If you click on the text in the 1st row, 1st column (**TXHarrs** in this example), additional information will be displayed.



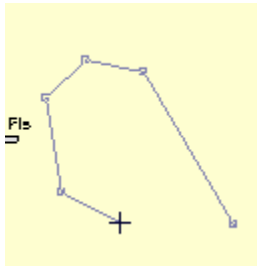
● EXTRAS – Ruler

35. On the toolbar, click on  **Ruler** and a small Ruler window will appear in the upper-left corner of the screen.

36. Click your mouse on the map then move your mouse away. You will see a rubber band effect.



37. Now every time you click your mouse, it will display the total distance and the distance between your last mouse clicks.



38. Simply double-click to stop measuring.

Enjoy using MapPro.