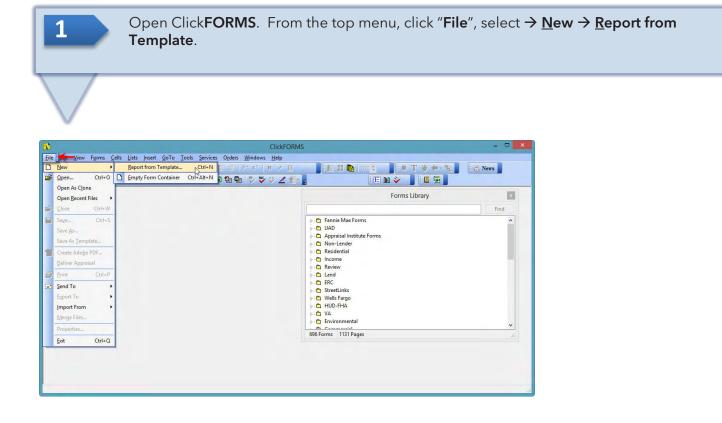
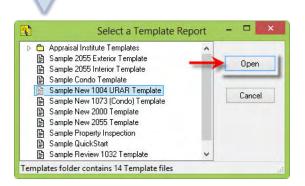
Click FORMS

This guide should be used after you have completed your DataMaster training. For training, go to: <u>http://www.datamasterusa.com/register/</u>

CREATE A NEW REPORT IN CLICKFORMS



Select from the choice of templates in the **"Select a Template Report"** window. Click **Open**.



2

BRADFORD

TECHNOLOGIES

© Bradford Technologies, Inc. All Rights Reserved.

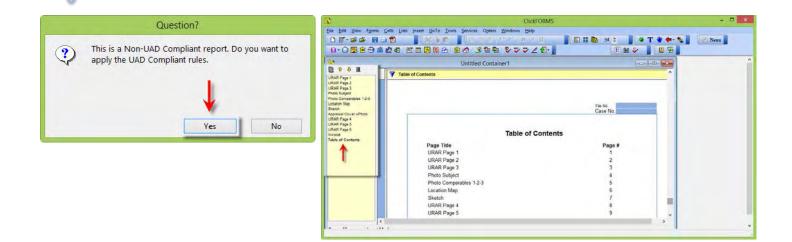
3

4

BRADFORD

TECHNOLOGIES

From the **"Question?"** window, click the **Yes** button to apply UAD Compliant Rules. Your ClickFORMS window will now display the required forms on the **Left** side panel.



From the **"ClickFORMS"** menu, click **File** and select **"Save As."** Give your report a file name and save it in a memorable location. You will need to find this report file in DataMaster. You can now **Close** ClickFORMS.

ClickFORMS - C	Save "Untitle	d Container1" Report As		×
Re Edit View Forms Gells Lists Insert GoTo Tools Services Orders Windows Help D New → Mark Barr F P / P / L III III Barr State And Services Orders Windows Help	🛞 冯 – ↑ 🕌 « My Documents 🕨 My ClickFORMS	▶ Reports v C	Search Reports	م
9 gen. Cm+0 5 E = 300 A 8 0 10 6 9 9 7 2 € . EM > E 2			and the second second	
Open As Clone Untitled Container1	Organize 💌 New folder		8	Ξ 🕶 🔞
Coper Execut Files Ontitied Container Contents	Downloads ^ Name	Date modified	Туре	Size
Size Chris	Perent placer	Date mouned	Type	SILC
Save As		5/7/2013 11:55 AM	ClickForms Docu	128 K
	S Dropbox	5/22/2013 8:57 AM	ClickForms Docu	7,146 K
Silve As jempiste File No. Create Adolge PDF	Images 17080LINDA_DM	5/29/2013 5:20 PM	ClickForms Docu	2,599 K
Deliver JAD Appraisal	Marshall & Swift buildfax	4/3/2013 10:36 AM		5,449 K
Print Ctri+P Table of Contents	Untitled Container1	5/2/2013 4:42 PM	ClickForms Docu	78 1
Sand To Page Title Page #	Elibraries	57272013 4421101	Circle Office Docum	101
Export To • URAR Page 1 1	Documents			
Import From VIRAR Page 2 2 URAR Page 3 3	Music			
Photo Subject 4	Pictures			
Properties Photo Comparables 1-2-3 5 Exit Chi+O Location Map 5	Videos			
Exit Ctrl+Q Location Map 6 Sketch 7				
URAR Page 4 8	v <			
URAR Page 5 9 v	File name: 17080LINDA_DM.clk			
n en la trata l			-	
	Save as type: ClickFORMS File (*.clk)			~
			-	
	🔿 Hide Folders		Save	Cancel

© Bradford Technologies, Inc. All Rights Reserved.

EXPORT YOUR MLS DATA

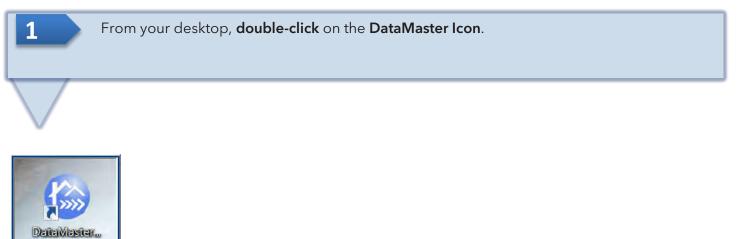
1

Run a **Residential** search of your market area in your MLS. Search a Listing Date of at least **1 year prior** to the current date. Export your data using the **DataMaster** export template. Verify that the file is saved as a **.txt** file.



File name:	DataMaster.txt	
Save as type:	All Files	

LAUNCH DATAMASTER





Bay Area

© Bradford Technologies, Inc. All Rights Reserved.

FIRST TIME USERS ONLY: The General Setting Window will appear.

- 1. Select "Bradford ClickFORMS" from the appraisal program drop-down menu.
- Click the Locate button and DataMaster will automatically find the path to your ClickForms.exe program file. Click the Save and Close button to save your choices for future use.

0		General Settir	ngs	×
AppraisalSoftw	ase select your app are I program do you	Bradford - ClickFO	RMS 🗸	—
Locate	C:\Program Files	(x86)\Bradford\Clickf	orms\ClickForms.exe	
1			Save and Close	Close Without Savino

2

3

BRADFORD

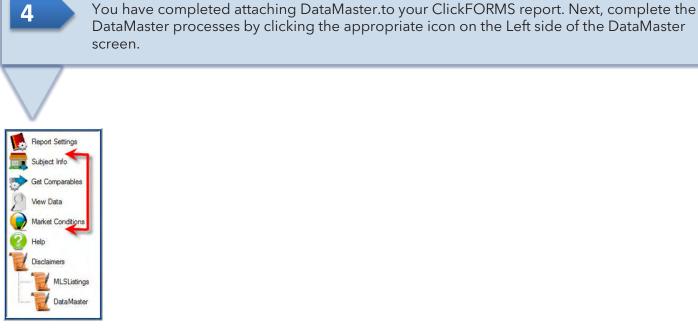
ECHNOLOGIES

From the **Report Settings** screen, select your **Profile**, **Form** and **Addendums** if applicable. **IMPORTANT:**Click on the **Locate Report** button to find your **ClickFORMS report**. Data will not be able to transfer to your ClickFORMS report until this process is complete.

By default, your ClickFORMS report is located at: \rightarrow My (Documents) \rightarrow My ClickFORMS \rightarrow Reports \rightarrow your report file name. Once your report is located, Click **Open**.

DataMasterPlus Bay Area 🛛 🗕 🗖 💌	C Locate Appraisal File
File Customize Forms Settings Help Clear Property Data Profile: UAD Form: 1004 UAD Addenda Choose Report File	(→ + + Libraries + Documents + My ClickFORMS + Reports v C Search Reports P
Report Settings Report Settings	
SubjectInfo Profile: UAD V	Organize • New folder 🔠 • 🔟 🕯
Get Comparables Form: 1004 UAD	Favorites Name Date modified Type Size
View Data Addenda: Real Estate Owned (REO_09)	Desktop 5-6-ss 5/7/2013 11:55 AM ClickForms Docum 128 /
Market Conditions Listing Addendum	Downloads 5/22/2013 8:57 AM ClickForms Docum 7,146
Help	🖏 Recent places 🛐 17080LINDA_DM 🦛 5/29/2013 10:19 A., ClickForms Docum., 72 I
Disclaimers The report I want to put data into is:	Dropbox 4/3/2013 10:36 AM ClickForms Docum. 5,449
DataMaster Locate Report	Images Marshall & Swift
Enter Subject Information:	🛄 Libraries
Enter Subject Information:	3 Documents
or	💰 Music
	S. Pictures
Get Comparables:	Videos
	File name: 17080LINDA_DM V ClickFORMS Appraisals (*.cli v
1/2 Next 1/2 Next	
Get Data Got Data Send To Report	Openic Convert

© Bradford Technologies, Inc. All Rights Reserved.



1

BRADFORD

TECHNOLOGIES

SEND DATAMASTER DATA TO CLICKFORMS REPORT

Once you have completed the DataMaster processes, from the **View Data**, DataMaster screen, click the **Send to Report** button. **Note:** You may be asked to import exceptions, see step 2.

ile Customize For	ms Settings	Help Clear Property	Data Profile: UAD	Form: 1004 UAD Addenda	Choose Report File		
Report Settings	6		Subject	V X Comparable 1	X Comparable 2	✓ X Comparable 3 ✓	X Comparab
Subject Info	- 24		and the second second				
Get Comparables			A CONTRACTOR			The second second	
View Data 🔶	_						
Market Conditions	Data Source		Santa Clara, Califo	Bay Area	Bay Area	- Bay Area	Bay Area
Graphs	MLS #		ML80151058	ML81228803	ML81308017	ML81230391	ML81315
	APN		12.12.12.12.12.12.12	CRE TRANSPORT	2 BRANCE	V RECEICES	76
	Address 1	(Format Data		OF RECEIPTING	N WEIGHTER	9. 1.1.1.1.1 .1.1.1	15170 Via
Comments	Address 2	(Format Data	Morgan Hill, CA 9503	7 Morgan Hill, CA 95037	Morgan Hill, CA 95037	Morgan Hill, CA 95037	Morgan H
Help	County	(Format Data	Santa Clara			Santa Clara	Santa Cla
Help	Sales Price	(Format Data		490000	499950	500000	575000
Disclaimers	Finance	(Format Data					
MLSListings	Concessions	(Format Data		Conv0	Conv0	FHA0	0
DataMaster	Contract Date	B (Format Data					
-	Closing Date	(Format Data		s09/12;c08/12	s04/13;c03/13	s09/12;c08/12	Active
	Interest	(Format Data	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simp
	<						> 1/2 Next

© Bradford Technologies, Inc. All Rights Reserved.

Before your data is transferred to ClickFORMS, DataMaster will search the public records database for prior sales for your subject property and comparable properties. If you desire this information, **check the box** to select the Doc# for the highlighted sales deed. Click the **"Use selected information"** button. Once completed, the **Exceptions Report** will be displayed. Click the **"Continue With Import"** button.

oking for s	a Dr sales prior to 5 st all prior sales					
Selected		Date	Price	Туре	Grantor	Grantee
~	0020116695	Unknown	-			
						Ļ

6	Exceptions Report	×	
Exceptions for the subject	rt property, Tax ID 728-12-042, 17080 Linda Mesa Dr, MORGAN	N HILL	^
No flood zone data was fo	ound for this property.		
No flood map date data wa	as found for this property.		
No flood map number data	was found for this property.		
Exceptions for comparable	e #2, MLS# ML81308017, 16940 Fremont Ct, Morgan Hill	-	
	c records was missing or blank. s city of Morgan Hill instead.		
	ublic records was missing or blank. s zip code of 95037 instead.		
	lic records was missing or blank. s Tax ID of 767-12-072 instead.		
Could not verify the MLS' public records for this p	's bedroom data of 3 with public records, since no bedroom property.	data was found from	
			~
	Continue With Import	nt Copy Exceptions To Clipboard	

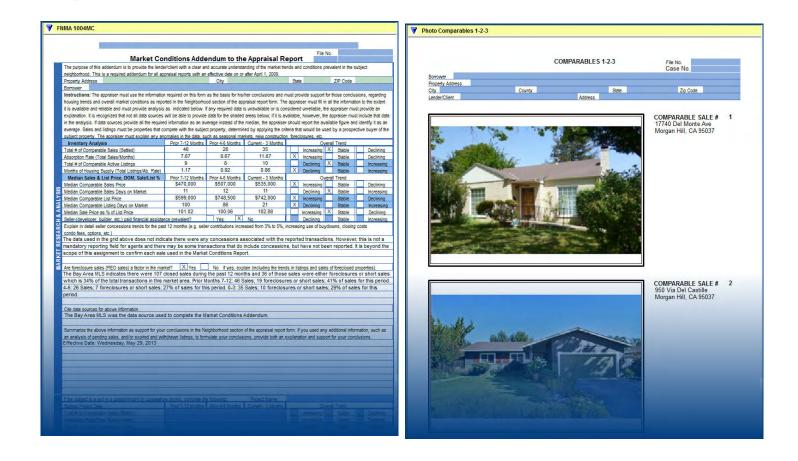
© Bradford Technologies, Inc. All Rights Reserved.

BRADFORD TECHNOLOGIES

2

ClickFORMS will automatically launch and open the ClickFORMS report that you previously saved and attached to DataMaster.

The four thumbnails below show examples of some of the pages in an auto-populated ClickFORMS report.



© Bradford Technologies, Inc. All Rights Reserved.

BRADFORD

3

DataMaster User Guide

composed: City Morgan HI Size CA: Zpc 026	RAR Page 1	VRAR Page 2							
Prese 10 consists summary access more is borned is browned by access to access of a maximum access in more is based on a set of the solution access in	Case No.			Uniform Resider	ntial Ap	praisal Repor			
Deep / Marca 111 Over of Polic Freed Yurup, Heurg Deep / Marca 111 See CA. 20:06:0 95377214 See Care 2011 Over of Polic Freed Yurup, Heurg Doort See Care 2012 Control See Care 2012 Control See Care 2012 Control See Care 2012 Control See Care 2012 See Care 2012<	e purpose of this summary appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.	Thereare 10 con	marable proceedies cur					00 m \$ 97	4,500
Constant Operation Values Values Constant Constant <t< td=""><td></td><td>Thereare 107 con</td><td>noarable sales in the su</td><td>biect neichborhood within the p</td><td>act twelve m</td><td>confris ranging in sale :</td><td></td><td></td><td></td></t<>		Thereare 107 con	noarable sales in the su	biect neichborhood within the p	act twelve m	confris ranging in sale :			
gale Decouption TRACT Tax Yes 2012 R.E. Taxes § 35.112 estion for prior field of the pri								COMPARABLE	SALE # 3
Seesant Provide Tax Yety 2012 R.E. Taxes § 55.12 Horgan HIL CA 95037 Morgan HIL CA 95037	egal Description TRACT PAGE1 2 PAGE2 4 LOT 60	Address 17080 L		17740 Del Monte A	Ave	950 Via De	I Castille	16940 Fr	emont Ct
count Test Note: 100 HDA \$ 121 get moth count Statute Perchast Statute Stat			Hil, CA 95037	Morgan Hill, CA 950	037	Morgan Hill	CA 95037	Morgan Hill,	CA 95037
sector. Units Agenges I estimate Leasted Other (descripted assessment Yue Proteine Treated on Patherian Treated as in the tender months and to the default add default and def	eighborhood Name Morgan Hill / Gilroy / San Martin Map Reference 917/E6 Census Tract 5123.08	Proximity to Subject							
Bachmann Lings Pachase Treasaction Pertures Treasaction Millings 2000;12:00 13 Millings 2000;20:01 15 Millings 2000;	ccupant X Owner Tenant Vacant Special Assessments PUD HOA \$ 121 per year per month	Sale Price	\$ 430000	\$ 31	85000	\$	490000	1	499950
Salement Lige Packase Treasedin Milles 22803,50.04 is Milles 2280,50.04 is Milles 228,50.04 is	roperty Rights Appraised Fee Simple Leasehold Other (describe)	SalePrice/GrossLiv Area	\$ 283.08 sq. t	\$ 256.67 sq t		\$ 326.45	a t	\$ 329.13	sq.t.
Indext Control Address	ssionmentType Purchase Transaction Refinance Transaction Other (describe)			MLSL#81316571;DO	OM 15	MLSL#81228	803;DOM 8		
Infe subject prompty currently offers for side or heal been ghead for side on the been ghead for the b	ender/Client Address · ·			Active		002185	3238	No Doc I	Number
a did not analyze the contractor sale for the subject purchase transaction. Explain the results of the analysis of the contractor sale or why the analysis was not efformed. Addive 09012.069.12 \$64473.00313 a did not analyze the contractor sale for the subject purchase transaction. Explain the source divable second: No. Dis Sourcial Fee Simple Fee Simple </td <td>the subject property: currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? Yes No Leoort data source(s) used, offerings price(s), and date(s).</td> <td>VALUE ADJUSTMENTS</td> <td>DESCRIPTION</td> <td>DESCRIPTION +(-) \$</td> <td>Adjustment</td> <td>DESCRIPTION</td> <td>+(-) \$ Adjustment</td> <td>DESCRIPTION</td> <td>+(-) \$ Adjust</td>	the subject property: currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? Yes No Leoort data source(s) used, offerings price(s), and date(s).	VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION +(-) \$	Adjustment	DESCRIPTION	+(-) \$ Adjustment	DESCRIPTION	+(-) \$ Adjust
add dd dardardyze fe contractor sale or why fe analysis of the contractor sale or why fe analysis was not exceeded. Addve 400/12 c067.2 404/13 c00713 add dardardyze fe contractor sale or why fe analysis of the contractor sale or why fe analysis was not exceeded. Inter any factor fer analysis of the contractor sale or why fe analysis was not exceeded. Inter any factor fer analysis of the contractor sale or why fe analysis was not exceeded. Inter any factor fer analysis of the contractor sale or why fe analysis was not exceeded. Inter any factor fer analysis of the contractor sale or why fe analysis was not exceeded. Inter any factor fer analysis of the contractor sale or why fe analysis was not exceeded. Inter any factor fer analysis of the contractor sale or why fer analysis of the contra				0		Conv0		Conv0	
Approximate Processions Date of Control Sign and the solution control Yes No Date Solution Fee Simple Fee Simple Fee Simple Fee Simple Interest Processions, put or downow/meet assistance, etc.) to be paid by any party on behalf of the bonower? Yes No Date and the solution control of the negliborhood are not approximate assistance (b) to be paid by any party on behalf of the bonower? Yes No Date and the solution control of the negliborhood are not approximate factors. Contemporary Contempor	did L did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not			Active		s09/12;c08/12		s04/13;c03/13	
Det of Context C-901/12002 is the context selfer the numeric cludule excerts - excert and the sound - excert	erformed.	Location	Alexandra and a second	and the second second					
settext-fires 3) fiber d Context (397)(2002) is the source d value exercit. Settext setter is a value of a down and the source of value exercit. Settext setter is a value of a down and the source of value exercit. Settext setter is a value of a down and the source of value exercit. Settext setter is a value of a down and the source of value exercit. Settext setter is a value of a down and the source of value exercit. Settext setter is a value of a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext setter is a down and the source of value exercit. Settext settext setter is a down and the source of value exercit. Settext set		Leasehold/Fee Simple	Fee Simple	Fee Simple		Fee Simple	the second s	Fee Simple	2
There are function separation of the negleborhood are not appointed to be based by any party on behalf of the bonnyce? Yes, reach the total dollar amount and describe the lama is be asaid. Image: Constraint of the negleborhood are not appointed to be based by any party on behalf of the bonnyce? Yes, reach the total dollar amount and describe the lama is be asaid. Image: Constraint of the negleborhood are not appointed to be based by any party on behalf of the bonnyce? Yes, reach the total dollar amount and describe the lama is be asaid. Image: Constraint of the negleborhood are not appointed to the negleborhood are not appoin	contract Price \$ Date of Contract 03/01/2002 is the property seller the owner of public record? Yes No Data Source(s)		4462 sf	6500 sf		7210 sf		2578 sf	1
Yes, reach fie total doler, amount and describe fie total boler, amount and describe field of the neighborhood are not appraisal factors. Contemporary Contempo	there any financial assistance (loan charges, sale concessions, gift or downpayment assistance, etc.) to be paid by any party on behalf of the borrower? Yes No	View	Second States						2
der. Rase and the racial composition of the neighborhood are not appraisal factors. One-UnitHousing Frends One-UnitHousing Frends One-UnitHousing Frends Set 1 Set 2 Set 3	Yes, report the total dollar amount and describe the items to be paid.	Design (Style)	Traditional			Contemporary		Craftsman	
oter. Res and the residue composition of the neighborhood are not spontal factors. One-Unit Monitory Provem Values in Consumant Status of the neighborhood are not spontal factors. One-Unit Monitory Provem Values in Consumant Status of the neighborhood are not spontal factors. One-Unit Monitory Provem Values in Consumant Status of the neighborhood are not spontal factors. Total Borns Each of T		Quality of Construction							
Negliborhood/Durateristics One-Unititioning Tends Statuses Tend Dense Dense <thdens< th=""> Dense <thdens< th=""></thdens<></thdens<>		Actual Age	25	75		39			
CodeDit Under Subulan Rind Decembra Subulan Rind <		Condition							
alk Uo Over 75% 23.5% Linde 25% Demand/Support 1519 sg t 1500 sg t 1501 sg t 1519 1519 1519	NeighborhoodCharacteristics One-UnitHousingTrends One-UnitHousing PresentLandUse% 0%	Above Grade	Total Edrms Baths	Total Bdrms, Baths		Total Edrms, Baths		Total Edning, Baths	5
Own Road Stable Now MakeErant/line Now Period Now Period Now Period									
existences High Commercial Signal Image: Second Description Image: Se			1519 sq. f	t 1500 sq.t.		1501 sq.t		1519 sq	t
Pred Other Sx exclusion Pred Other Sx exclusion Exclusion Pred Sx and Conditions Including second with the second with									
eablochted Describen exerciceden exerciced									-
Anto Conditions Including second by Bayes Alexed Line And Conditions Including second by Bayes Alexed Line And Conditions Including second by Bayes Alexed Line Al				and the second					
Area 4462 sf 5hape View	leighborhood Description			FWA/None				FWA/CAC	
ahet Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclusions lincluins succent for the above conclusions] Terms Danie Conditions lincluins succent for the above conclustered linc and the concenter a								-	
Peol Second				1 Carport				2 Garage/Attchd	
mersions Ave 4462 sf Stable Vew Sector Zoning Description 1 Spin (Seatoffered Legal Nonconteming (Description 1 Spin (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of the Adaptive Complexity of Comparison (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of Comparison (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of Comparison (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of Comparison (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of Comparison (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of Comparison (Seatoffered Legal Nonconteming Complexity) No. Tho, describe of Comparison (Seatoffered Legal No. The Seatoffered Legal	Tarket Conditions lincluding support for the above conclusions)		Pto;Dck				-		
mensions Avea 4462 sf Shape Vew Sprinklers AutoFrontRear FrontRear FrontRear Sprinklers AutoFrontRear FrontRear Sprinklers AutoFrontRear Sprinkler			3 - CmtyPetty,CmtyP						_
secte Zoning Cleastication R1PD Zoning Description 1 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	1467 pt						-		-
oring Compliance Legal Legal Noncontoming (Grandstered Use) No Zoning Repatibles and secondicators) the present use? Yes No FNo describe 0 Gross Adj: 0% g Gross Adj: 0% g Gross Adj: 0% g Gross Adj: 0% g			Auto;Front;Rear						
the highest and best use of subject procenty as improved (or as processical per plans and secondars) the present use? Yes No FNo describe.	pecine Control Classification (KHP)		TAN ALIANTING				\$		\$
	oning Compliance Legal Legal Noncontorning (Granditamered Use) No Zoning Lilegal (describe)								
	me highest and pest use of subject property as improved (or as proposed per plans and specifications) the present user I res I to in No. describe							Gross Adj. 0%	12
Initière Public Other (describe) Public Other (describe) Offsate Improvements-Type Public Private			Sector Sector		-			A REAL PROPERTY AND	
exhicity Water X			there not reveal any pr	to speci or rensiers of the subj	ed moenty	to se since years on:	TO THE ETECTIVE CA	evitis escresa.	
echoly Water X Street Santary Sever Aley Myrelearch dd dd no roureal any prior sales of the soliest procest for the three years prior to the effectue dae of his accretain			and some state of the	in other scheroline of	and the second se	1.0	the state of a state of the	and the second s	
exercity Wee X Severel Security Myneticearch dol dol not reveal any processes or transfers of the subject property for the three veers, prior to the effective date of this subject and the subject property for the three veers, prior to the effective date of this subject and the subject property for the three veers, prior to the effective date of this subject and the subject property for the three veers, prior to the effective date of this subject and the subject property for the three veers, prior to the effective date of this subject and the subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of this subject property for the three veers, prior to the effective date of the subject property for the effective date of the			An use level any of			a sa she year provid to b	e sele o sale of the	Carberage sele.	
Ketholy K				the same and a subsect	Color and	and successive and			
Concept And A sea									
Castory Sever				known		ALC 2 1 CON	09/14/2012	COMPANY	
Conception C									
Control Water X Strete Standary Source Aley More sets	Greeni Description Foundation Esterior Description maximizationality interior magnitude and								
Concernance Concernace Concernace Concernace Concernance Concernance									
Control Water X Strete Standary Source Aley More sets									

TECHNICAL SUPPORT:

ClickFORMS

Phone:	800-622-8727
Email:	<u>support@bradfordsoftware.com</u>
Web:	http://www.bradfordsoftware.com/support/

DataMaster

BRADFORD

TECHNOLOGIES

Phone:	888.362.9222 or 801.657.5769
Email:	support@datamasterusa.com_
Web:	http://www.datamasterusa.com/support/





© Bradford Technologies, Inc. All Rights Reserved.