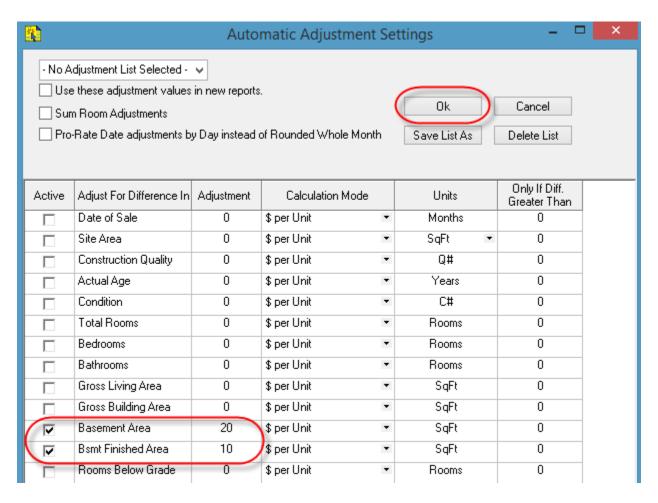


- 1. Have your ClickFORMS report open
- Go to Edit > Automatic Adjustments and put a check and adjustment value for Basement Area and Basement Finished Area, then click 'OK'



3. On your sales grid, simply format the Basement & Finished fields like: **1000sf 800fin.** All you need is a space or a / in-between the two numbers, and ClickFORMS will do the math for you, it's that simple!

	_	_		_	_				_						
Above Grade	Total	Bdrms	Baths	Total	Bdrms.	Baths		Total	Bdrms.	Baths		Total	Bdrms.	Baths	
Room Count	7	3	2.0	8	4	3.0		8	4	4.0		7	3	3.0	
Gross Living Area	1	1,992 sq. ft.		2,346 sq. ft.			2,370 sq. ft.			1,978 sq. ft.					
Basement & Finished	1000sf 800fin			1000sf 500fin			+3,000	1200sf 600fin		-2,000	1000sf 800fin		0		
Rooms Below Grade															