

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

Automatic Adjustment Settings

- No Adjustment List Selected -

☐ Use these adjustment values in new reports.

☐ Sum Room Adjustments

☐ Pro-Rate Date adjustments by Day instead of Rounded Whole Month

Ok Cancel

Save List As Delete List

Active	Adjust For Difference In	Adjustment	Calculation Mode	Units	Only If Diff. Greater Than
<input type="checkbox"/>	Date of Sale	0	\$ per Unit	Months	0
<input type="checkbox"/>	Site Area	0	\$ per Unit	SqFt	0
<input type="checkbox"/>	Construction Quality	0	\$ per Unit	Q#	0
<input type="checkbox"/>	Actual Age	0	\$ per Unit	Years	0
<input type="checkbox"/>	Condition	0	\$ per Unit	C#	0
<input type="checkbox"/>	Total Rooms	0	\$ per Unit	Rooms	0
<input type="checkbox"/>	Bedrooms	0	\$ per Unit	Rooms	0
<input type="checkbox"/>	Bathrooms	0	\$ per Unit	Rooms	0
<input type="checkbox"/>	Gross Living Area	0	\$ per Unit	SqFt	0
<input type="checkbox"/>	Gross Building Area	0	\$ per Unit	SqFt	0
<input checked="" type="checkbox"/>	Basement Area	20	\$ per Unit	SqFt	0
<input checked="" type="checkbox"/>	Bsmt Finished Area	10	\$ per Unit	SqFt	0
<input type="checkbox"/>	Rooms Below Grade	0	\$ per Unit	Rooms	0

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	1,992		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															