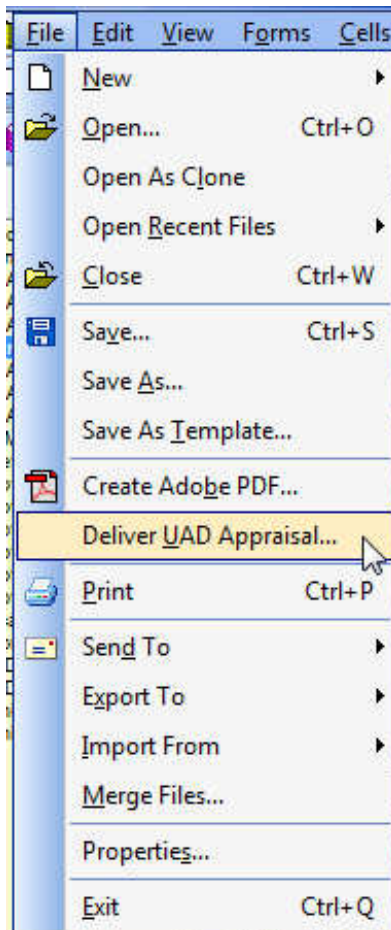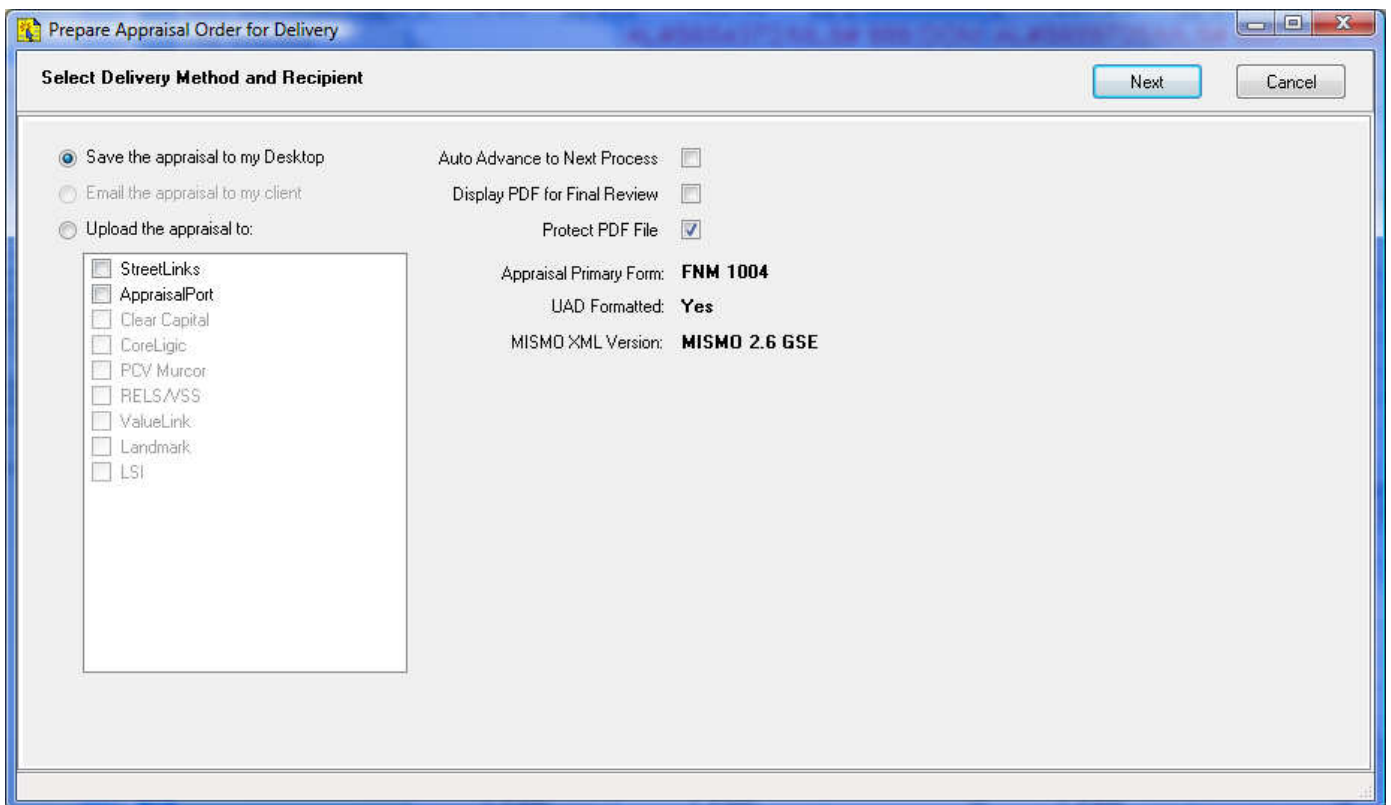# How to Deliver a UAD Compliant XML

1. To begin the **New Deliver UAD Appraisal** function, click **File > Deliver UAD Appraisal**.

   *If you are creating a **Non UAD Report**, such as a **1025** or **1004C**, click **File > Deliver MISMO Appraisal**.*
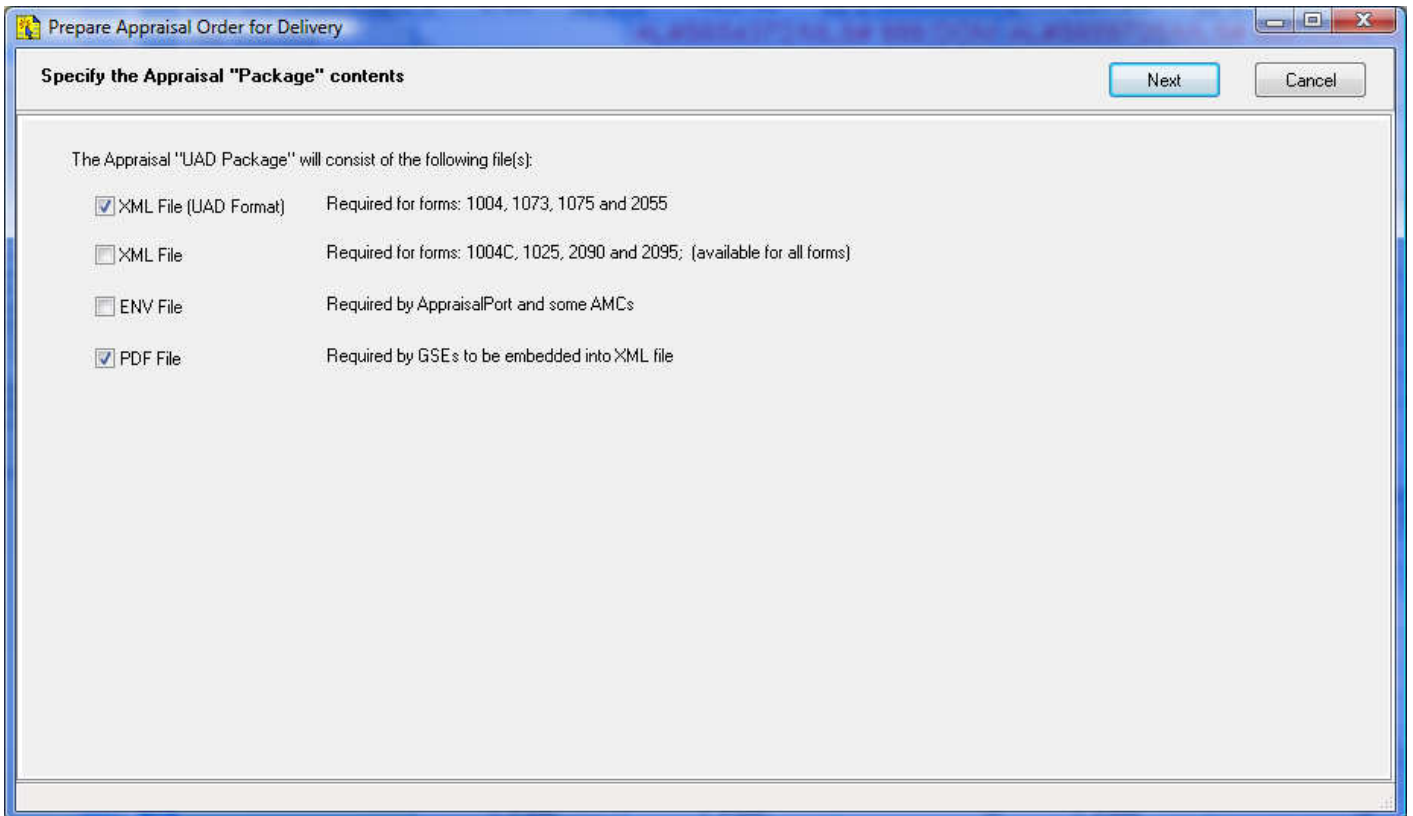
2. Select the Delivery Method — choose either **Save the appraisal to my Desktop** or **Upload the appraisal to:** and mark **StreetLinks** or **Appraisal Port**. Other vendors will be added as we progress.

- **Auto Advance to Next Process:** will allow the workflow to function with minimal input from the User.

- **Display PDF for Final Review:** will display the PDF after it's created.

- **Protect PDF File:** will enforce the standard ClickFORMS PDF Protection.

Click **Next** when ready.

3. This will tell you what type of files are to be created. If you need to change them, do so here, but for the most part this should be your default for UAD reports.

Non UAD reports, like the 1025, will have the second checkbox checked.

Click **Next** when ready.

4. This is the standard ClickFORMS File Selection option.
    Files that are *unchecked* **will not** be reviewed or included in the PDF.

    PLEASE NOTE—ALL COMPS ARE INCLUDED IN THE XML.

Click **Next** when ready.

5. If **Auto Advance** has been turned on, your images will be automatically optimized.
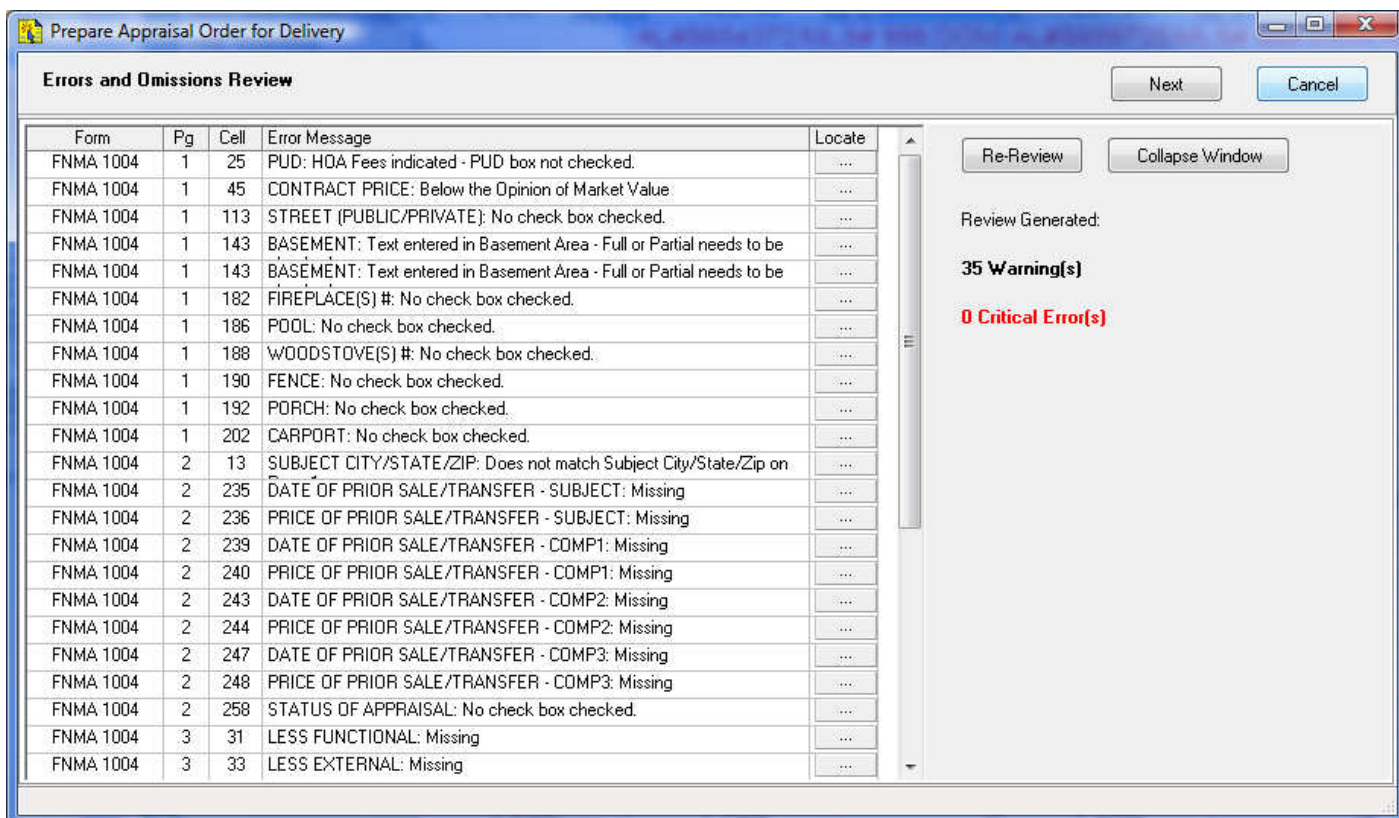   If not, click the **Reduce Image Size** button to optimize the images, or click **Next** to skip optimization.

If you skip image optimization, please answer **Yes** to the following popup to proceed, or **No** to return.
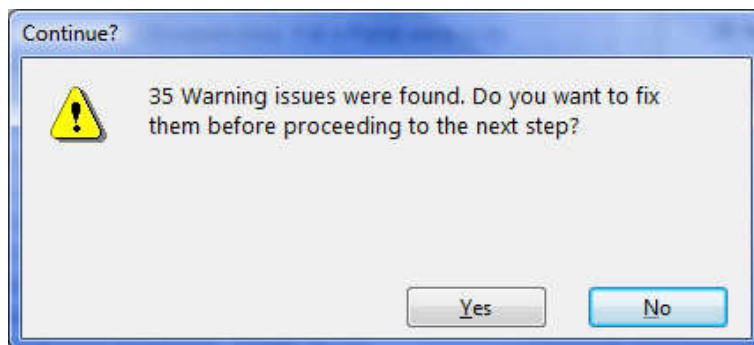
6. This is the Standard ClickFORMS Errors and Omissions review.
    Make any necessary changes, and then click **Re-Review**.

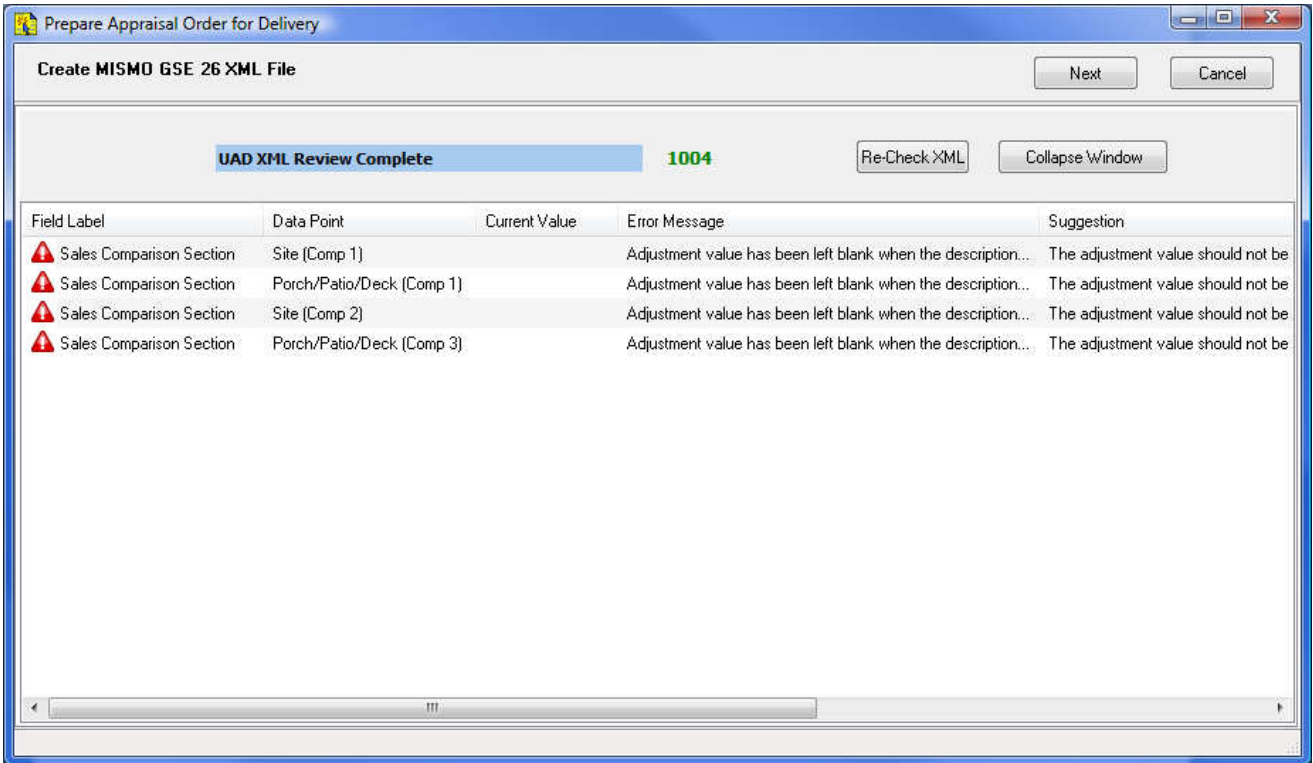   **PLEASE NOTE—ANY CRITICAL ERRORS MUST BE RESOLVED BEFORE MOVING ON!**

When you are satisfied, click **Next**.

If you have warnings remaining, please answer **No** to this popup to proceed, or **Yes** to return.

7. This is where the XML file is created, reviewed, and then validated.
   Errors will appear in **RED** and should be corrected.
   If not, they may impact the Lender's ability to submit to the UCDP.
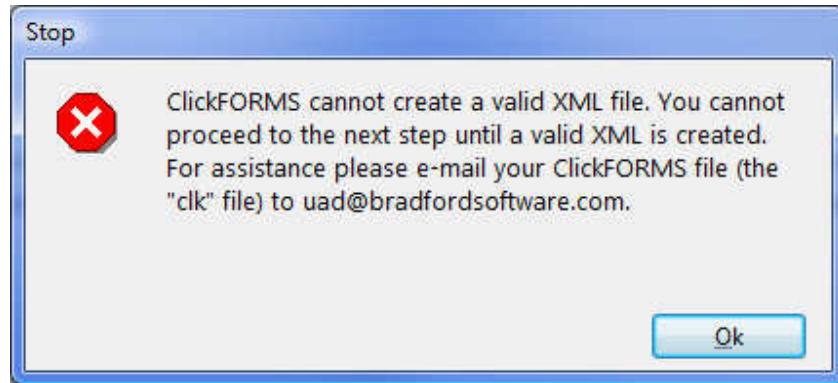   After the corrections are made, click **Re-Check XML**.

When all the errors have been resolved, click **Next**.

If there are errors remaining, please answer **No** to this popup to proceed, or **Yes** to return to the reviewer.
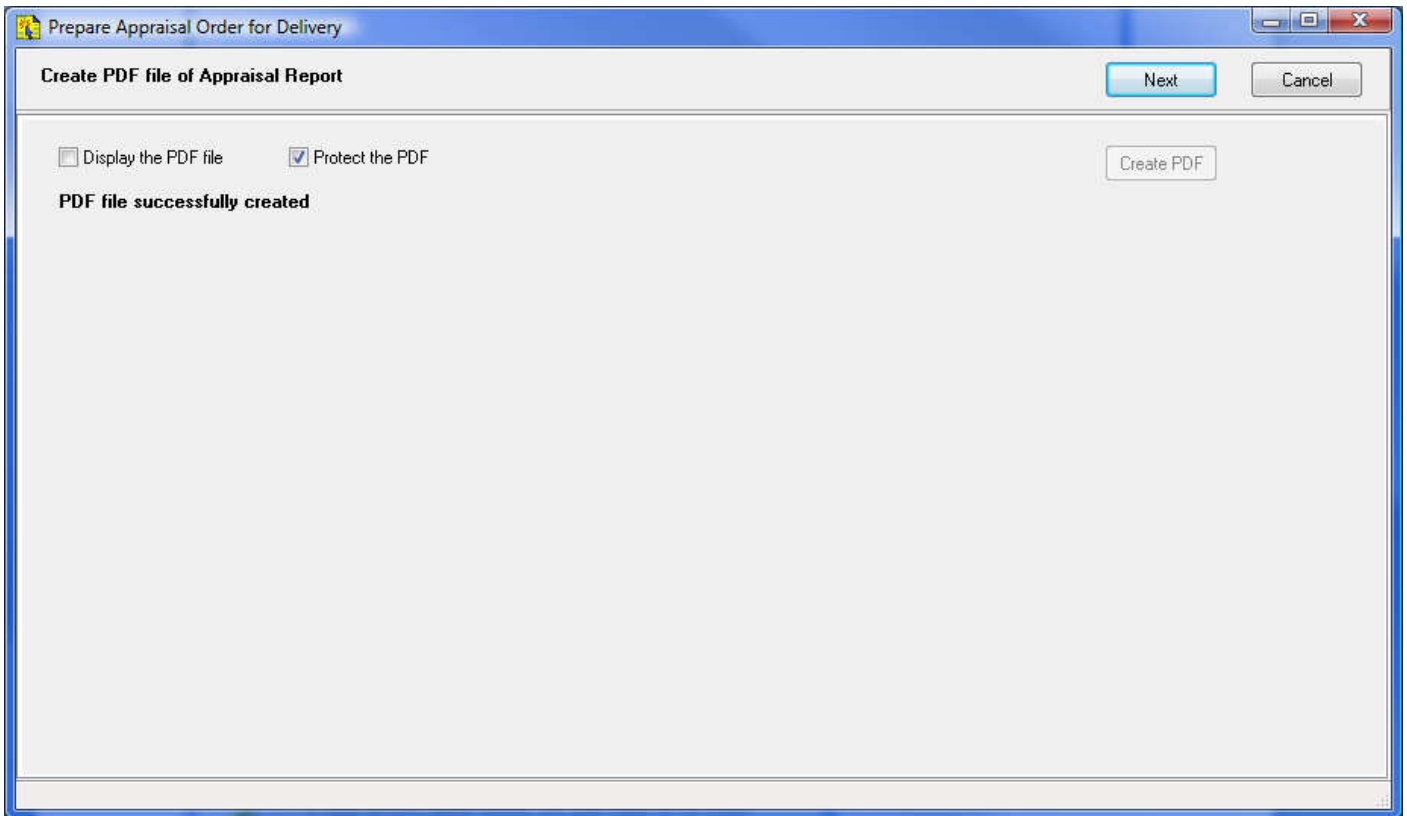
If the Error is severe enough, you may see the following warning, and you will not be able to proceed:

Please send the original ClickFORMS report, the .**CLK file** that you are creating the XML/ PDF from, to UAD@BradfortdSoftware.com.
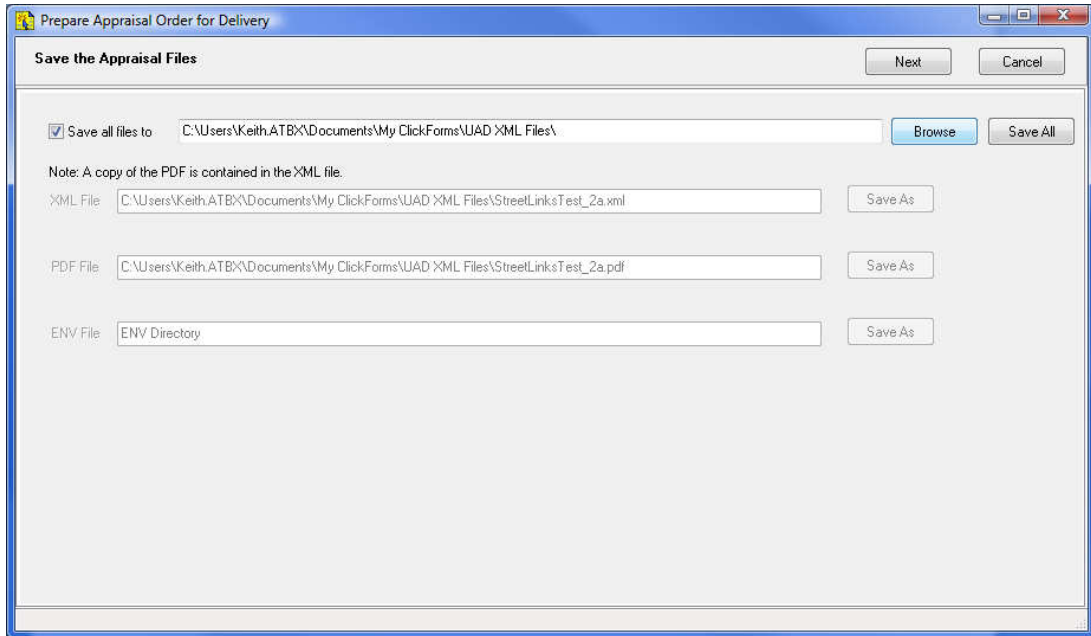
You will receive a prompt reply.

8. This is where the PDF is created and embedded in the XML.

   - If the **Display the PDF file** box is checked, the PDF will display.
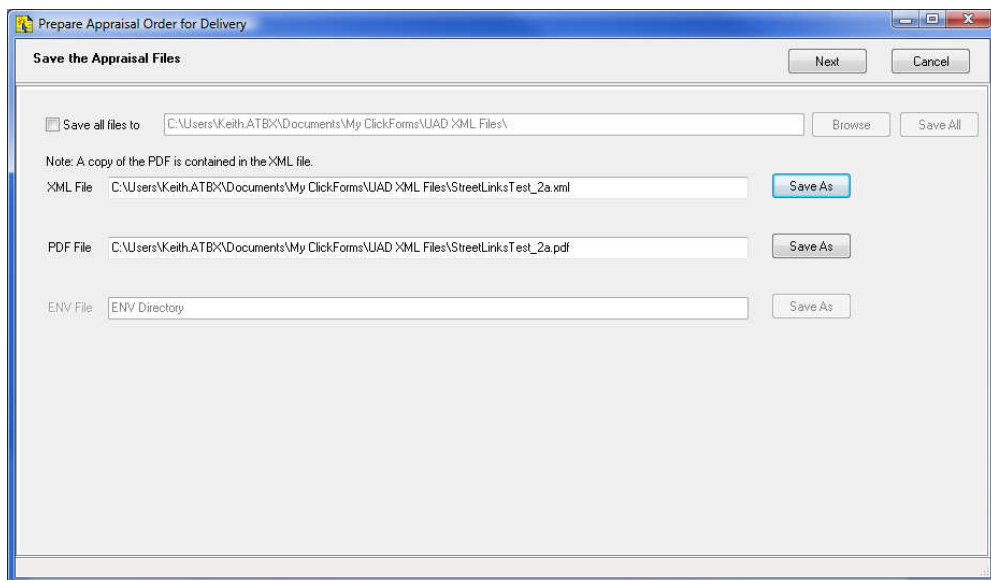

   Click **Next** when ready.
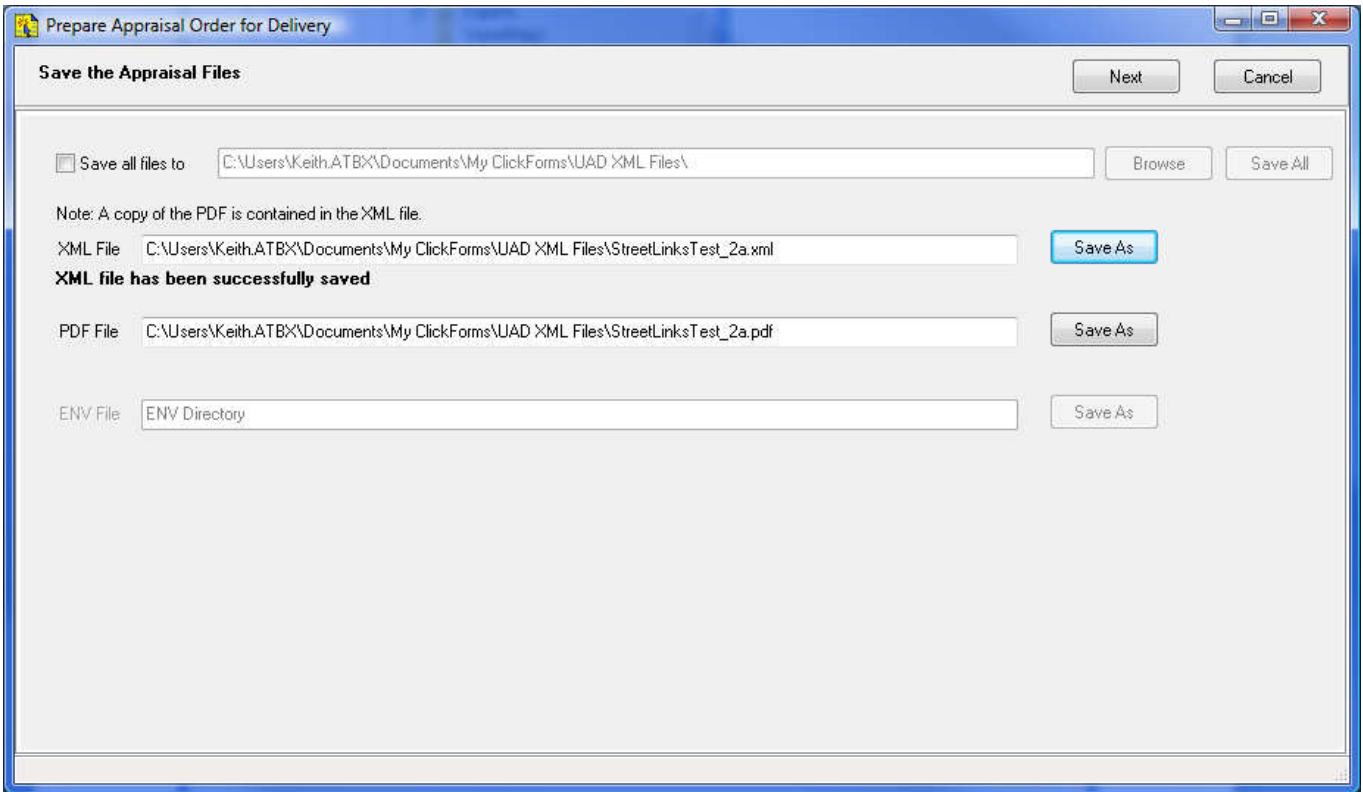
9. This is where the files are Saved.
    To save all the XML/PDF/ENV files you just created in the *same folder,* check the box to **Save all files to** and click **Browse**. Browse to the location you wish to save the files to, or create a new folder.

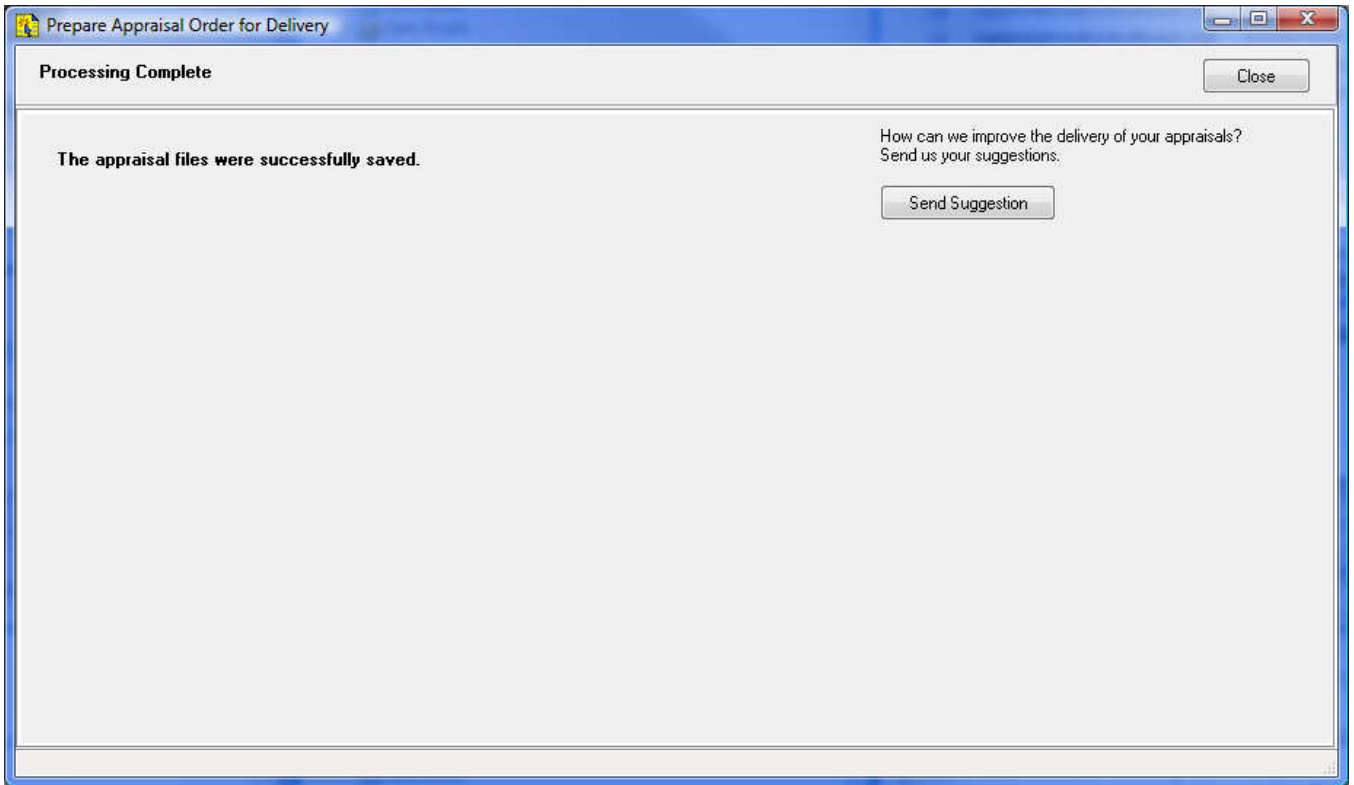After you specified the folder, click **OK**, and then click **Save All**.

*To save each file to its own folder location, uncheck the checkbox and click **Save As** next to the file type.*

After you see a message that says **XML file has been successfully saved**, click **Next** to proceed.

10. Your report has been *reviewed and saved,* the XML has been *created, reviewed and validated,* and the PDF *embedded.*

- You are now ready to send them to your Client.
- If you would like to leave us a feedback about how we could improve our software so it would serve you even better, please click **Send Suggestion**.

   Click **Close** to close the dialog box.