How to Import Comparables from a Report to the Comparables List (Database) :

- 1. In ClickFORMS, open the report you wish to import the comparables from.
- 2. Click on lists, show comparables list...

Lists	Insert <u>G</u> oTo <u>T</u> ools <u>S</u> ervices				
8	Show Clients List				
8	Show <u>R</u> eports List				
8	Show <u>N</u> eighborhoods List				
8	Show Comparables List				

3. In the comparables window, click on records, move the mouse cursor down to import from report and click on the subject, all comps or select comps individually. You have now successfully imported your comparables into your comparables list.

🚯 List of Comparables						
Database	Records	Photos	List Options	; Mainten	ance	
Sear	Import Export	from Rep to Repor	port		Subject All Comps	
Drag a co Co A 28	New Edit Save Delete		Ctrl+ Ctrl+ Ctrl+ Ctrl+	-N -E -S -D	Comp 1 Comp 2 Comp 3 Comp 4 Comp 5	
33 33 33 33	First Next Prior Last		Ctrl+ Ctrl+ Ctrl+ Ctrl+	·Alt+F ·Alt+N ·Alt+P ·Alt+L	C Adairsvill Adairsvill Adairsvill Adairsvill	e e e

How to Export Comparables from the Comparables List (Database) to a Report:

- 1. In ClickFORMS, open the report you wish to export comparables to.
- 2. On the menu Bar, click on lists, show comparables list.



3. In the list view, select the comparable you wish to export to your report. Click on the detail tab if you wish to view this comparable record before exporting.

🚯 List of Comparables						
Database R	ecords Phot	os List Optio	ns Maintena	nce		
Search		List	Detail		Export/Print	
Drag a column header here to group by that column						
CompsID 💌	StreetNu 💌	StreetName	[🗸 Cit	y V 🔻	
863	7723	Santa Teresa	3	Sa	n Jose	
864	1775	Santa Teresa Blvd			in Jose	
865	!903	Bernad Drive		Sa	in Jose	
866	4025	Cottle		Sa	in Jose	

4. In the comparables window menu, click on record, move the mouse cursor down to export to report, click on the comp's number you wish to export to your report.

Records	Photos	List Options	Mainter	ance
Import	from Rep	port	•	E Fr
Export to Report New Edit Ctrl+E Save Ctrl+S Delete Ctrl+D				Comp 1 Comp 2 Comp 3 Comp 4 Comp 5
First Next Prior Last		Ctrl+A Ctrl+A Ctrl+A Ctrl+A	, t+F , t+N , t+P , t+L	

Continue the above steps for each Comparable you wish to export.