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...
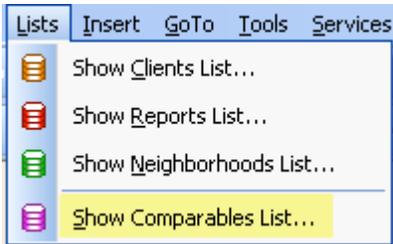
3. In the comparables window, click on records, move the mouse cursor down to import from report and click on the subject, all comps or select comps individually. You have now successfully imported your comparables into your comparables list.
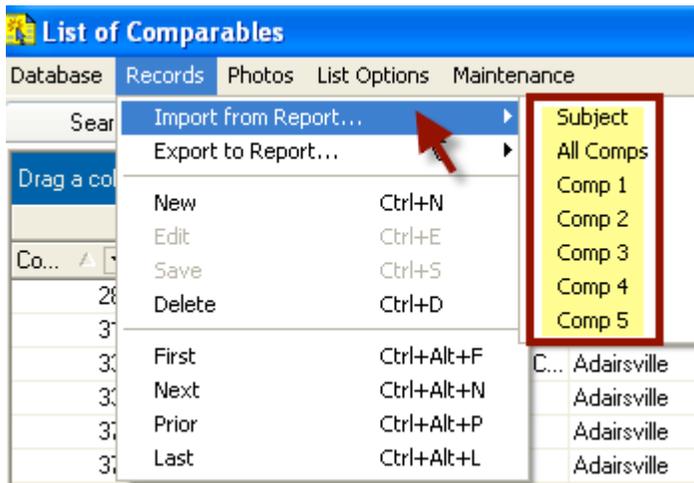
How to Export Comparables from the Comparables List (Database) to a Report:

1. In ClickFORMS, open the report you wish to export comparables to.
2. On the menu Bar, click on lists, show comparables list.
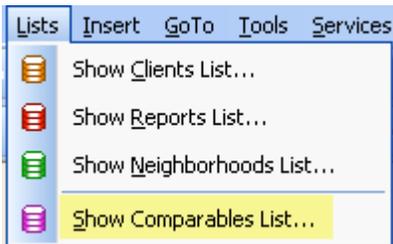
3. In the list view, select the comparable you wish to export to your report. Click on the detail tab if you wish to view this comparable record before exporting.
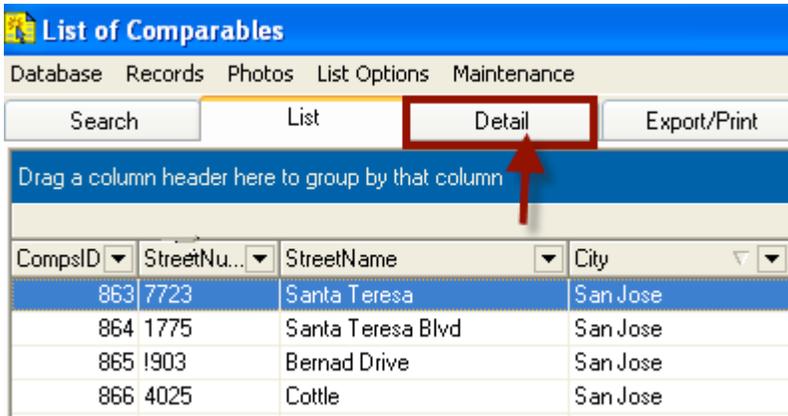
4. In the comparables window menu, click on record, move the mouse cursor down to export to report, click on the comp's number you wish to export to your report.
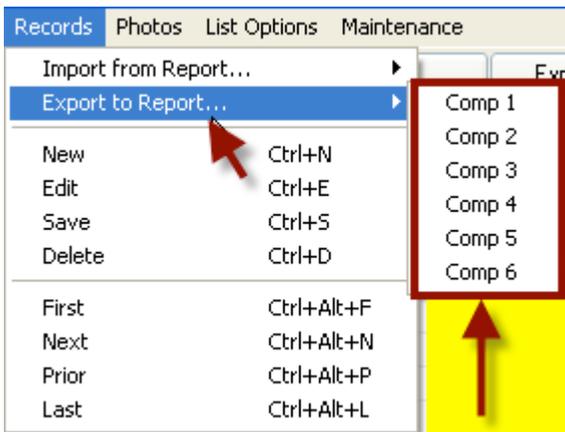
Continue the above steps for each Comparable you wish to export.