Click FORMS

Moving ClickFORMS Files

If ClickFORMS has not been installed, move the user files to the target computer before installing ClickFORMS.

1. Determine how the files will be transferred, network drive, USB drive, external disk drive or DVD/CD

🕒 🗢 🖃 🕨 Libraries 🔸	Doc	uments 🕨	👻 🍫 Search Docur	nents 🔎
File Edit View Tools H	lp			
Organize 🔻 🛛 😭 Open	Sh	are with 🔻 E-mail Burn New folder		:= • 🔟 🔞
☆ Favorites ■ Desktop	H	Documents library Includes: 2 locations		Arrange by: Folder -
🐌 Downloads		Name	Date modified	Type Size
👽 Dropbox 🗐 Recent Places 🥽 Libraries		1004MC	5/1/2014 11:15 AM	File folder
		퉬 Fanix	12/4/2012 4:22 PM	File folder
		🐌 Fanix	11/30/2012 4:16 PM	File folder
🥽 Libraries		🐌 Fiddler2	11/21/2013 9:09 AM	File folder
Documents		퉬 Launch-n-Go	11/30/2012 2:50 PM	File folder
My Documents		퉬 Logishrd	4/4/2014 10:05 AM	File folder
1004MC		퉬 Miscellaneous Stuff	5/1/2014 9:11 AM	File folder
Eanix		My ClickForms	5/21/2014 8:59 AM	File folder 🗧
Fiddler2		My CompCruncher	11/21/2013 10:24	File folder
Launch-n-Go		📔 My Data Sources	11/30/2012 2:51 PM	File folder
Miscellaneous Stuff				

- 2. Under the Documents folder, locate the My ClickFORMS directory.
- 3. Open a file manager window for both the **My ClickFORMS** folder and the transport device.
- 4. Right click the directory and check properties to determine the folder size.
- 5. Check for adequate free space on the device being used for the transfer
- 6. Right Click the **My ClickFORMS** folder and select **Copy**.
- 7. Click onto the transfer device and right click and select Paste.
- 8. Once the transfer is completed, check the file size of **My ClickFORMS** on both computers to make sure they are equal.
- 9. For USB drives, be sure to **Eject** the drive and remove from the computer.
- 10. Connect the transfer device to the target computer.
- 11. Open the device in a file manager window.
- 12. Open another file manager window and access the **Documents/My Documents** folder
- Right click the My ClickFORMS folder on the transfer device and select Copy or Cut, depending if you want to maintain a copy of My ClickFORMS on the transfer device.
- 14. Click into the **Documents/My Documents** folder on the target computer.
- 15. Right click and select Paste.
- 16. Check the size of the **My ClickFORMS** folder on the target computer to determine that the folder size is the same.
- 17. You are not ready to install ClickFORMS (See Next Page)



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Installing ClickFORMS

Instructing the customer on installing ClickFORMS for the first time or as an update:

- 1. Go to the AppraisalWorld website at www.AppraisalWorld.com
- 2. For New Users, Create an AppraisalWorld user account (see create and AppraisalWorld account)
- 3. Log into AppraisalWorld
- 4. For New Users, From the My Office screen click Get Started
- 5. For New Users, Follow the instructions an follow the training steps listed
- 6. Click the CF Download ClickFORMS button at the top left of the screen.
- Follow the instructions clicking Run when prompted 'Do you want to Run or Save'
- 8. Follow the prompts to complete the installation including user file setup.
- 9. After installing ClickFORMS, check to see that the signature image file under the Tools menu was maintained during the transfer. If it does not appear, re-install the signature file. (A Tech Tips document is available for installing the signature file.
- 10. If you are bring sales and listing date into ClickForms Setup MLS file export definitions for users specific MLS



For additional assistance, contact Technical Support at 1-800-622-8727 ext. 397

