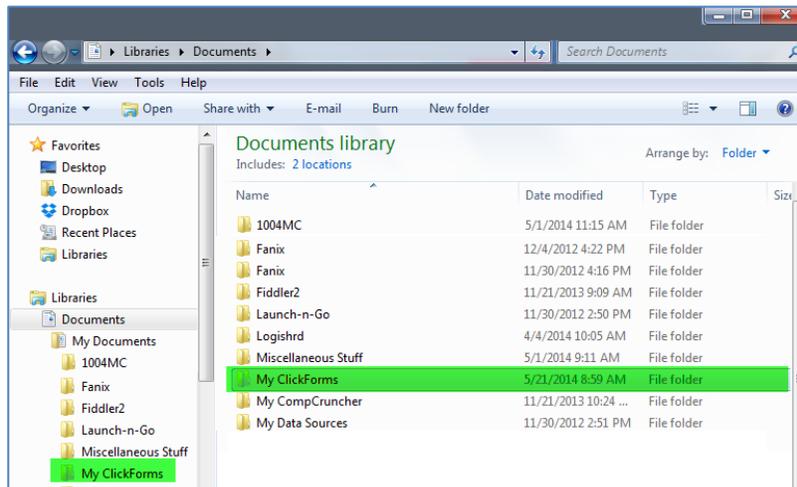


Moving ClickFORMS Files

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

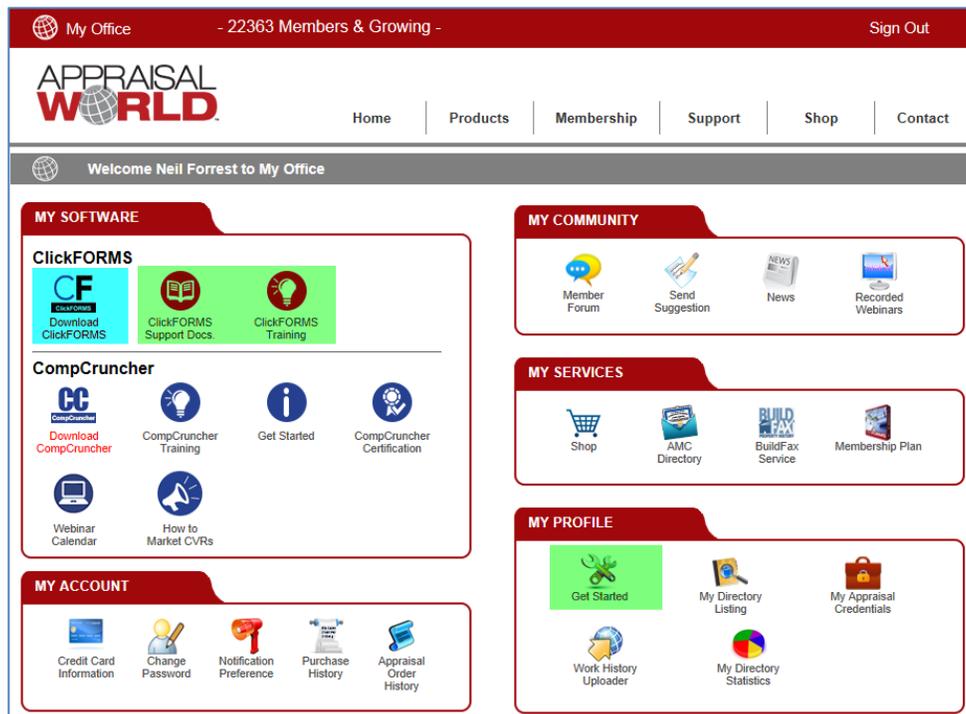


2. Under the Documents folder, locate the **My ClickFORMS** directory.
3. Open a file manager window for both the **My ClickFORMS** folder and the transport device.
4. Right click the directory and check properties to determine the folder size.
5. Check for adequate free space on the device being used 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
13. 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**)

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 and follow the training steps listed
6. Click the CF Download ClickFORMS button at the top left of the screen.
7. 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 data into ClickForms Setup MLS file export definitions for users specific MLS



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