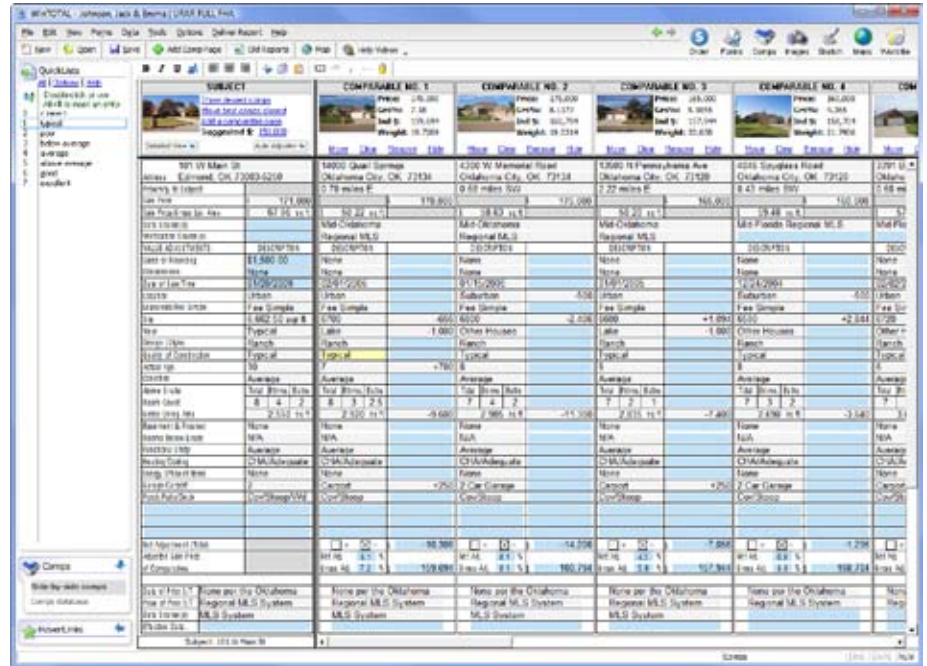


WinTOTAL

Everything you need to complete appraisals in one integrated system

GATHER YOUR DATA FASTER

- Automatic geocoding of all properties allows for fast proximity searches.
- Quickly retrieve photos from a camera or SD card and add them to reports.
- Automatically download Microsoft Bing™ location, aerial and Bird's Eye maps directly into reports. One subscription covers all your PCs.
- Powerful, integrated Comps and Photos databases.
- Use Pocket TOTAL, DaVinci Mobile Pro, or DaVinci for iPhone in the field and avoid re-typing data in WinTOTAL.
- Import local MLS sold data into WinTOTAL's comparable database.
- Automatically retrieve photos from your camera, name them, and store them in your database for use later.
- Store and manage photos in Albums to easily find them later.
- Integrates with Marshall & Swift's SwiftEstimator product.
- Use HoverLinks to save favorite web pages and applications, and quickly access them from within WinTOTAL.
- Automatic driving directions to the subject and other properties make getting around easy. (WinTOTAL Enterprise Only)
- Automatic retrieval of flood and census information directly into your report. (WinTOTAL Enterprise Only)
- USPS address standardization and zip code completion. (WinTOTAL Enterprise Only)



WinTOTAL's unique Comps Side-By-Side view lets you view, edit, and adjust all your properties at once on one horizontally scrolling screen.

MORE EFFICIENT FORMFILLING

- Convert files, images, comps, and text databases from your old software.
- SmartMerge lets you re-use all or part of previous reports, on-the-fly and is more efficient than cloning.

- Clone old files for an exact copy.
- Customize automatic file numbering for your office's organization.
- Fill out forms faster using single or multi-field QuickList entries.
- Recent responses store the most recent 10 items typed in every field.
- Copy and paste from a single field, or a range of fields.
- Import external images and PDF files as pages in your reports.
- Integrated Microsoft Word-style addenda writer lets you easily create, save and reuse addenda templates.
- Swap major forms easily without losing information, and restore swapped forms from the Digital Workfile.
- Comprehensive library of US & Canadian forms, with new and updated forms released monthly.
- Built in spell checker.

- Area estimator helps estimate lot size, even on irregular shaped lots.
- Customize your forms library to make finding your most common forms and addenda quicker.
- QuickNotes allow you to add non-printed comments anywhere on your forms for reference later. Great for supervisory appraisers.
- Link fields directly to and from your reports and addenda or worksheets.
- Customize the way your forms display on-screen and in print.
- Common text formatting tools makes text editing quick and easy.

VIEW, EDIT AND ADJUST COMPS MORE EFFICIENTLY

- Other formfillers claim to have a "side by side" view, but none compare to WinTOTAL's Comps Side-By-Side view.
- On one horizontally scrolling screen,

view, edit, weight, adjust, arrange, hide and delete all the properties in your report, whether it's 3 or 30.

- Use WinTOTAL's Auto-Adjuster to make automatic adjustments across all comparables at once.
- See a summary and thumbnail image of each property in the report.
- Unique hotkeys copy, paste and push data across comps instantly, saving time and keystrokes.

INSTANTLY DOWNLOAD EYE POPPING MAPS AND DATA

- Exclusive Microsoft Bing™ Bird's Eye imagery adds high-resolution, oblique imagery to reports.
- Toggle instantly between aerial, street and Bird's Eye images and maps, and add them to reports automatically.
- Powerful map annotation tools allow you to customize your map.
- Map pages are sized to match your reports legal or letter sized pages.
- Integration with InterFlood auto-inserts high-resolution FEMA flood maps and data into your report.



Included with WinTOTAL, Bird's Eye imagery gives a crystal clear perspective on the property and surrounding areas that may impact on value.

DAVINCI SKETCHING SAVES TIME AND MONEY

- Never pay for sketching again with our built-in, free DaVinci Desktop sketcher.
- Supports integration with 3rd party sketching partners.
- Field sketches drawn in DaVinci Mobile Pro open seamlessly in WinTOTAL for editing with DaVinci Desktop.
- View and edit existing 3rd party sketches with DaVinci Desktop.



Every copy of WinTOTAL includes DaVinci sketching. Never pay for sketching again.

WORKING WITH PHOTOS HAS NEVER BEEN EASIER

- The integrated Image Optimizer lets you quickly zoom, crop, rotate, adjust brightness, and more, all without the use of a 3rd party image editing tool.
- Scan images directly into your report using your scanner.
- Drag and drop images into your report.
- Robust Photos Database lets you quickly search for and use images you've downloaded from your camera, PC or memory card.
- QuickPix instantly pulls images from your camera into WinTOTAL, plus label and save them, all on-the-fly.

KEEP YOUR OFFICE COMPLIANT

- Store your workfile, research and notes in WinTOTAL's Digital Workfile. Go paperless and stay USPAP compliant.
- Use DirectFax to convert your paper documents into PDF, and they're then automatically added to your WinTOTAL report. It's much easier than scanning.

- WinTOTAL's print engine automatically includes a PDF copy of your report in your Digital Workfile at delivery time.
- The integrated E&O checker automatically checks hundreds of industry standard rules.
- Integration with Vault and Exact ensures your data is safe and secure off-site. And when your workfile is stored in your report digitally, you're USPAP compliant to boot.
- Watermark your photos, plus add a copyright notice to reports. Protect your intellectual property.
- Deliver reports using your XSite's GLB compliant delivery plugins.

DELIVER REPORTS TO ANY CLIENT EFFORTLESSLY

- Digitally sign your report with your graphical signature.
- Complete integration with our XSite delivery plugins, including RELS, FISERV, AppraisalPort and dozens more. For a full list, [click here](#).
- WinTOTAL includes a PDF printer for free, saving you from having to buy one separately.
- Integrated SureReceipts delivery avoids file size limitations on e-mail by sending clients a link to download the PDF, rather than sending the PDF itself. An added benefit is that when the client receives the e-mail, you're notified instantly.
- Automatic page numbering of selected pages when printing.
- Dual printer support with automatic collating. Print forms or photo pages on-the-fly with your printer of choice.

THE APPRAISAL DESKTOP IS YOUR DIGITAL FILE CABINET

- The Appraisal Desktop centralizes file organization and sorting, rather than having to rely on Windows Explorer or a clunky database front end.
- Without opening files, see the subject photo, status, payment history, signed status and much, much more.
- Customize your column layouts.

- Create your own folders and subfolders to organize files by year, county, form type, city, or any way you wish.
- Color code reports to track status without having to open files.
- Report History view lets you track what changes were made to a file, when, and by which user.
- Vault integration lets you know at-a-glance which files are backed up securely off-site.
- See overdue reports and more from one simple screen.
- Integrated contacts database supports company and branch information as well as individuals.
- Integration with QuickBooks.
- Built-in desktop billing tools let you track your accounting information and payments, plus make custom reports.
- Integrates with your XSite for automatic status notifications.
- net.X Connect synchronizes order and report information between WinTOTAL and your XSite.
- Export report address information to XSellerate for consumer oriented "Current Resident" marketing.
- Without opening files, print, deliver, set status, clone, mark as paid, export to QuickBooks, update the Digital Workfile, audit the report history, sync with your XSite, edit the invoice, upload to Vault and much more.

GENERAL QUESTIONS ABOUT WINTOTAL

What are the system requirements?

In summary, you need a computer with 512 Mb RAM, running Windows XP, Windows 2000 or Windows Vista with 500MB of free space. Unlike our older "Athena", Aurora will not run on Windows 98, ME or 95. Click here for document 5032 which has detailed system recommendations.

How long does the installation take?

This depends on the speed of your PC. Set aside 10 to 20 minutes for the install. As with any software, if you've got a tight

deadline and are pressed for time, don't run an upgrade until you can set aside an evening or afternoon.

Where do I get help for Aurora?

Aurora's fully-searchable, context-sensitive User's Guide is available throughout the program. Just press F1 at any time in WinTOTAL - or click the Help menu and then Contents - and the guide appears, often pre-loaded with the information you're seeking. If necessary, click the Search tab to find additional help.

We've also provided a Help PowerView in the Appraisal Desktop that has links to various guides and "How To" videos.

Where do I get maps?

Inside a report, click the Maps PowerView icon in the upper right corner of the screen. Here you can get aerial, location, Bird's Eye and flood maps, as well as flood and census data.

One thing appraisers switching from other formfilling vendors are surprised to find is that you can download maps from any machine with WinTOTAL on it, without having to pay "per seat". As long as you have an active Membership, all your machines can download maps, even on a network installation.

What phone number do I call when I need technical support?

Platinum Partners call 1-800-211-4514 for 24 x 7 support, including holidays.

Gold Members call 1-800-211-4511 M-F, from 6 a.m. to 9 p.m. CST.

Silver Members call 1-800-211-4511 M-F, from 8 a.m. to 5 p.m. CST.

To send a fax, dial 1-800-211-4512 or e-mail support@alamode.com

Where is your Online Help Section?

You can access all of the help tools available for Aurora, as well as our other products, from our online Help Resources page at www.alamode.com/support.

QUESTIONS ABOUT UPGRADING FROM THE ATHENA TO AURORA GENERATIONS OF WINTOTAL

Should I uninstall Athena before

upgrading to Aurora?

No, Aurora installs on top of Athena and automatically upgrades your program and databases to the new format in the process. But, as with any major software upgrade, you should take the time to back up your Athena program before installing Aurora. If you have Vault and Exact, this is easy. Another option is copying your WinTOTAL Athena files to DVD, an external hard drive or a tape back up system. See [Tech Doc 4004](#) for further info.

Can I run Aurora and Athena at the same time on the same machine?

No. When you install Aurora, it converts your Athena data and settings, then removes the old version from your system. If you have a "spare" computer that meets Aurora's requirements, feel free to install it there and practice a little bit. If you feel like you're getting ahead of yourself, going back to Athena is as simple as running a reverse installation with our custom built "reverter." For more information on this process, see [Tech Doc 4999](#).

What's the easiest way for me to back up my files and settings?

You'll want to use Vault with Exact. Vault comes as part of our Elite packages and is also sold standalone. In addition to backing up appraisal files online, you can also use Exact to store settings such as QuickLists, digital signatures, contacts database, and other customizations. [Click here](#) for more details on Vault and Exact.

Do I need a new authorization code to install Aurora?

No. For most people receiving a CD, the Aurora installation will find the existing registration during an upgrade and apply it automatically. If for some reason your settings cannot be used, click the Help menu and choose Register WinTOTAL. From there, you can obtain a new authorization code. For more assistance, consult [Tech Doc 5053](#).

Will the Aurora installation copy all my Athena content over? Or do I need to run a file conversion?

Except for your contacts, Aurora takes care of any necessary file conversions during installation. However, your individual reports are not actually converted until you open them.

Your contacts are the one exception. Due to a complete redesign of this part of WinTOTAL, additional information is required to properly convert your old contacts databases to Aurora. You'll be walked through this process the first time you click on the Contacts PowerView in the Appraisal Desktop.

How long will the older Athena be supported?

Indefinitely. We'll let you install either Athena or Aurora at any time and support both on our tech lines. Athena will not be "replaced" by Aurora. If all you want to do is fill out forms and print and deliver, Athena is perfect for you, and we won't make you switch. You can move up to Aurora's more advanced features later, or never. It's up to you. It will be like Microsoft Works versus Microsoft Office. Both are current products, but targeted at different types of users with different needs and different technological desires.

Can I share my Aurora reports with Athena users?

Yes. Before you send the report to an Athena user, you'll need to make the report compatible with Athena by clicking the File menu and choosing Save as Athena report.

Will the current version of Pocket TOTAL work with Aurora?

Yes! You can synchronize your Aurora reports with the current version of Pocket TOTAL and gather field data in the same manner you do now.

NETWORK INSTALLATIONS

How do I install on a network?

To install WinTOTAL - or upgrade an existing Athena installation - on a network, the setup must be run ON THE SERVER. Unlike other versions of WinTOTAL, Aurora's install needs to be run while sitting at the server. This is because our SQL database platform - which greatly increases the speed and reliability of WinTOTAL over a network - must be properly configured on the server. For additional network installation tips and instructions, see the [WinTOTAL Networking Guide](#).

Can I use my laptop with WinTOTAL Aurora on a network?

There are two ways to use a laptop in conjunction with WinTOTAL on a network. The recommended method is to install WinTOTAL as a stand-alone application on the laptop. Then create a "shared files" folder on the network version of WinTOTAL which the laptop can access. Complete instructions for this process are contained in the [WinTOTAL Networking Guide](#). If you don't intend to use WinTOTAL when the laptop is disconnected from the network, you can simply install WinTOTAL as another workstation.

Note: If you intend to use WinTOTAL on a laptop while it's disconnected, you must purchase a Remote User license. Call 1-800-ALAMODE for more information.

Do I need a special license to run WinTOTAL on my network?

No. WinTOTAL's licensing covers its use on a network. So, you can install WinTOTAL on a network and allow any number of users to access it without purchasing an additional license. If you have appraisers with laptops or off-site PC's that need to run their own copy of WinTOTAL apart from the network, you'd need to purchase additional licenses for them.

Can I use WinTOTAL over a VPN connection? What about Citrix or GoToMyPC type remote access tools?

WinTOTAL is designed to run over a Local Area Network (LAN). While some customers have had success accessing the software over a Virtual Private Network (VPN) or remote access tool (such as Citrix, Windows Server or GoToMyPC) a la mode does not support these installations.

BASIC TROUBLESHOOTING

I'm receiving an error that says, "You may need to install File and Print Sharing for Microsoft Networks. Please refer to the FAQ for details."

This is often due to security settings on your PC. Refer to [Tech Doc 5001](#) for details on resolving this error.

After installation, I receive a message about closing "Setup.exe".

Depending on what programs are installed or running on your PC when you install Aurora, the setup program may need to restart your computer. If, for some reason, Setup.exe can't be closed automatically, you'll be notified. Just click "End now" and let your computer restart.

If the Aurora installation needs to restart your PC, be sure to leave the CD in the drive and log back into your PC with the same username that started the Aurora installation.