
Vault & Exact

by a la mode

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Getting Started

a la mode's Vault is the only online storage service specifically designed for use by appraisers. Instead of just allocating space on our server, we also index key items from the files themselves to assist in your management of them. Your files are easily located in your private, secure storage area by address, date, map reference, legal, file number, etc.

The Vault's uploader program is always silently there, checking your files as often as you tell it to and sending them to our secure server. Set it and forget it. You never have to lift a finger. Think of the Vault as a clone of your local files folder, secure, yet accessible. Of course, you can always personally manage the files that you save to the Vault as well.

Included with our Vault service is its companion, Exact. Exact's job is to back up customizations you've made to WinTOTAL as well as essential items such as your text database, comps database and address book. Instead of reconfiguring from scratch after getting a new system or recovering from a failure, Vault and Exact can get you back on track fast.

This short user's guide takes you through the installation, configuration and usage of the Vault and Exact tools.

End User License Agreement

a la mode, inc.

INTERNET VERSION--CLICK-WRAP

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5. Security. Although information that you transmit over or store on Vault may be password-protected, ALM does not guarantee the security of any information transmitted over or stored on Vault. You assume the risk for any information that you transmit over or store on Vault and ALM specifically disclaims any liability arising in connection with any theft or loss of your information transmitted over or stored on Vault.

6. Ownership of Stored Information. ALM acknowledges and agrees that any information transmitted or stored by you through Vault is your property. Except as otherwise set forth in this Section 6, ALM will not use or disclose any information transmitted or stored by you through Vault. For purposes of operation, maintenance or safety, ALM may copy, store and distribute internally any such information and will use reasonable care to prevent a loss of, alteration of, or improper access to such information. However, ALM does not guarantee these procedures will prevent the loss of, alteration of, or improper access to any such information.

7. Service Level Warranties. The service level warranties provided by ALM for Vault are specified on Schedule A attached hereto. EXCEPT FOR THE SERVICE LEVELS EXPRESSLY SET FORTH ON SCHEDULE A, ALM DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN OR THE PERFORMANCE OF VAULT WILL MEET ANY

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ALM does not warrant uninterrupted or error free operation of Vault. You will permit ALM to take all appropriate measures to correct any deficiency in Vault and, in the absence of a reasonable opportunity to correct any such deficiency, ALM will not be in breach of its obligations. ALM may, at its option, substitute for or add to Vault and take such other measures as may be necessary to correct any deficiency.

8. No Liability for Unauthorized Use. You are solely responsible for ensuring that each password for Vault is utilized only by you or, if applicable, by your authorized employees and agents. ALM shall have no liability for any loss, claim, damage or other liability that may arise from the unauthorized use of a password. If a password is lost or stolen or if you have reason to believe that your Vault account is no longer secure for any reason, it is your responsibility to notify ALM of such loss or theft so that the password can be deactivated and a new password assigned. ALM will use commercially reasonable efforts to effect password deactivation requests promptly after their receipt in writing from you.

9. Limitation of Liability. IN NO EVENT WILL ALM BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, INDIRECT, SPECIAL OR PUNITIVE DAMAGES WHATSOEVER (INCLUDING DAMAGES FOR LOST PROFITS OR LOSS OF BUSINESS) ARISING OUT OR RELATED TO VAULT OR THIS AGREEMENT REGARDLESS OF THE NATURE OR BASIS OF THE CLAIM INCLUDING, BUT NOT LIMITED TO, TORT, CONTRACT OR STRICT LIABILITY CLAIMS. IN ADDITION, EXCEPT FOR THE SERVICE LEVEL WARRANTIES SPECIFIED IN SCHEDULE A HERETO, ALM SHALL HAVE NO LIABILITY OF ANY KIND OR NATURE TO YOU ARISING OUT OF OR RELATED TO (i) YOUR USE OF OR INABILITY TO USE VAULT, OR (ii) ANY UNAUTHORIZED USE OF VAULT BY USER OR OTHERS WHO OBTAIN YOUR PASSWORD BY ANY

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10. Export Restrictions. This Agreement is expressly made subject to any laws, regulations, orders or other restrictions on the export of Vault from the United States, which may be imposed from time to time by the government of the United States. Persons from certain restricted countries may be prohibited from using Vault. You acknowledge and agree that ALM may restrict any use of Vault that ALM deems to be in violation of United States export restrictions or other applicable law.

11. Term. This Agreement shall commence as of the date hereof and continue for one year unless sooner terminated as provided for in the following sentence. You may terminate this Agreement at any time and for any reason within 100 days of accepting the terms and conditions thereof by giving written notice thereof to ALM. If you terminate this Agreement in accordance with the terms of the preceding sentence, ALM will refund all fees paid by you hereunder.

12. Modifications. ALM reserves the right to modify Vault at any time, provided that such modifications do not have a material adverse impact on the Vault service. You hereby agree to accept any such modifications to Vault.

13. Entire Agreement. This Agreement (including Schedule A attached hereto) represents the entire agreement between ALM and you with respect to the subject matter hereof and supersedes

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all prior or contemporaneous understandings and agreements, written or oral.

14. **Governing Law.** This Agreement shall be construed and governed under the laws of the State of Oklahoma, excluding the application of its choice of law principles.

15. **Waiver.** Neither the failure nor the delay of a party in exercising, enforcing or taking action with respect to any of such party's rights or powers hereunder shall operate as a waiver of such rights or powers. No single or partial exercise by a party of any of its powers or rights will preclude such party from exercising such powers and rights in the future or from exercising other powers and rights.

SCHEDULE A

SERVICE LEVELS

The Vault will be available 99% of the time, except for Scheduled Downtime. Scheduled Downtime will consist of up to eight hours per month and will occur between the hours of 11:00 p.m. and 7:00 a.m. Oklahoma time. Customers will be notified at least 24 hours prior to the Scheduled Downtime. If unplanned, emergency maintenance is required, customers will be notified via e-mail or message board of the maintenance action and the time period needed to complete the work.

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If you agree that the above terms and conditions of this Agreement will govern your on-going use of the Website and Vault, click "Yes."

If you do not agree to the above terms and conditions of this agreement, click "No."

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Vault Express

Appraisers with a Silver, Gold or Platinum Membership and no other Vault account are entitled to a complimentary Vault Express account. Here are some of the basic differences between each version of Vault.

- Full Vault accounts are intended as a means of backing up years of appraisal files. Ideally, you'd have your entire five year requirement backed up securely in the Vault. Vault Express, however, is intended to help you keep backups of all of your active work. To account for that Vault Express automatically backs up your 20 most recent files. So if you make a change to a file while you're actively using Vault Express, you can rest assured that it will automatically find its way into the Vault.
- Full Vault accounts have powerful filtering and searching features to help you find exactly the file you need in your backup of several hundred or several thousand files. Since Vault Express only holds 20 files, you won't need filtering and searching features so they won't show up when you log into Vault online.
- Unlike standard Vault memberships, Vault Express isn't accessible from within WinTOTAL's file cabinet. Instead, to upload files, you run the Vault client from its program group or use the upload feature in the Vault online.
- Unlike Vault, Vault Express does not include Exact, our product specially designed to back up WinTOTAL's preferences and settings for easy recovery or migration to a new PC.
- Vault Express also has fewer steps in the setup wizards as it only applies to WinTOTAL users.

Except for what's mentioned above, Vault Express functions like any other Vault account. To account for both, this user's guide

describes the setup and usage steps for full Vault accounts. Where appropriate, the manual does include notes about differences in Vault Express as well. For more information about full Vault accounts or to upgrade, see our Vault web page at www.alamode.com/vault.

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Installation

In order to take full advantage of Vault's powerful backup tools, we provide an upload application to automate the process and install the components that enable you to "look into" your appraisal files using Windows Explorer. This tool also controls our Exact application for saving your WinTOTAL preferences and customizations.

When you purchase the Vault, you're sent a link to download our Vault Desktop tool. However, if you lost the message, you can always download the Vault Desktop as follows...

1. Go to www.alamode.com/Vault.
2. Once the page loads, click **Vault Login** in the pane on the right.
3. Enter your a la mode **Username** and **Password** in the appropriate fields, and click **OK** to log in.
4. If you do not have this information, click the **Forgot Password?** link. Then, follow the wizard, filling in all appropriate information in the available fields. Once you've completed the steps of the wizard, your **Username** and **Password** are e-mailed to you within a few moments.
5. Once you've logged into the Vault, click **Install** in the upper right corner.



6. From there, you have two options:
 - o **Quick Web Install** – A fast installation process. Depending on your security software and settings, this option may not work for you. If not, use the other option. Just click **Install** to begin the installation process.
 - o **Download the Entire Setup** - If the Quick Web Install does not work for you, you can download the entire installation file. Just click **Download** to begin the download and then click **Run** to begin the installation.We recommend trying the Quick Web Install first, but if you are unable to use the Quick Web Install successfully, just click **Download** instead and download the installation to your Desktop, where you can run the file from there.
7. When presented with the message, "Welcome to the InstallShield Wizard for a la mode Vault," click **Next**.
8. Read and review the License Agreement, and if you accept all the terms, click **Yes**. If you choose **No**, the setup will close.
9. By default, the Vault installs to **C:\Program Files\ a la mode\ Vault**. This is the recommended installation path. If you

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need to install to another location for some reason, click **Browse** and select the appropriate location. Click **Next**.

10. An installation progress screen briefly appears. When the installation is complete, indicate whether you wish to view the User's Guide or Launch the Configuration Wizard, by checking the respective boxes.
11. Then, click **Finish** to exit the Wizard.

At this point, you've completed the installation process, but in order to take full advantage of Vault's backup utilities, you must first configure it with your account information and preferences. For specific steps about configuring Vault's file backup utilities, see the [Configure Vault](#) section of this user's guide. For specific steps about configuring Vault's companion tool, Exact, which backs up your digital signatures, contacts, and other preferences, see the [Configure Exact](#) section of this user's guide.

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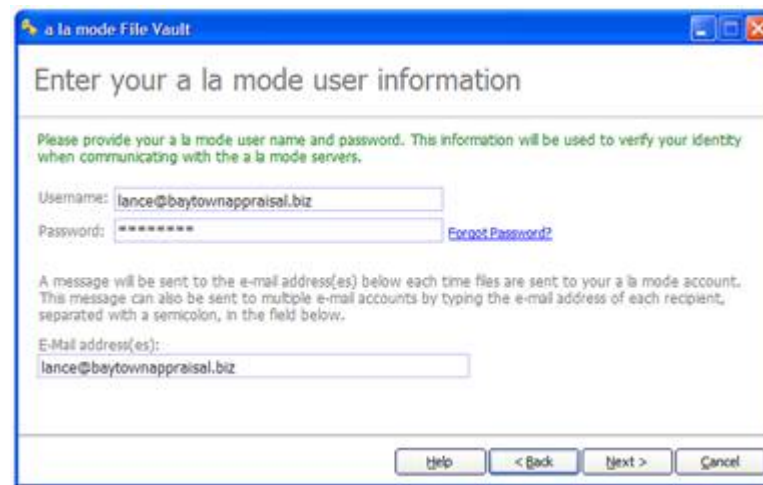
Configure Vault

Vault really draws its value through its ability to automatically backup your new and updated report files. The Vault configuration tool walks you through the process of scheduling your automatic backup so that you can ensure that your files are safely in the Vault regardless of what happens to your computer. Of course, if you don't plan to use Vault's automatic backup tools, you still need to run through the configuration wizard one time to supply it with your username and password. To configure Vault...

1. First, make sure you've [successfully installed](#) the Vault.
2. Then, click **Start, [All] Programs, a la mode Vault, Configure Vault.**
3. When you see the Introduction screen, click **Next.**
4. You're then asked how you connect to the Internet.
 - o If you use a modem connected to a regular phone line, select the option labeled "**I have a dial-up Internet connection.**" This indicates that the software needs to dial into your Internet Service Provider (ISP) in order to connect to the Internet prior to transferring any files. Select your ISP from the drop-down list, and enter the username and password you use to log on to the Internet.
 - o If you are using a high speed connection, select the option labeled "**I have a direct Internet connection such as a cable modem, DSL or local area network (LAN).**"
5. If you're using a firewall (hardware or software) and you know that it will prevent you from communicating through FTP in either Active or Passive mode, you can click the **Use Active/Passive Transfer Mode** link to toggle between the two. If you're unfamiliar with Active and Passive mode but do

have a firewall, just leave the setting as is and you can reconfigure Vault later if you find that you're unable to upload files.

6. Click **Next** to continue.
7. Next, you're prompted for your **Username** and **Password**. If you have forgotten or lost this information, click **Forgot Password?** and follow through the password retrieval wizard. Otherwise, enter your credentials in the boxes provided.
8. At the bottom of the screen, type your e-mail address in the box provided. We use this e-mail address to send you confirmation notices as the files make it to the Vault. For instance, if you schedule a nightly upload of all new or updated report files, you'd receive a confirmation notice listing the files that successfully reached the Vault each night at the e-mail address you provided.



Note: These confirmation notices also serves as an indication that the Vault is working correctly. If you schedule and automatic upload or manually upload files to the Vault and you do not receive a confirmation notice, something is wrong. Run

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through the configuration wizard again per the instructions here to confirm that your e-mail address is correct. If it is, you may need to contact our support technicians for assistance.

9. Click **Next** to continue. The Vault software then connects to our server to verify your information. If you're using Vault Express instead of a full purchased version of the Vault, skip to step 16.

10. Once we successfully verify your account, you're prompted to select which types of files you want to store in the Vault. Select the file type(s) by simply marking or unmarking the check box next to the type(s) that you use. The Vault currently supports the following appraisal formfilling software types:

- o WinTOTAL (a la mode)
- o Lighthouse (ACI)
- o AppraiseIt (SFREP)
- o HighPerForm (United Systems)
- o Works (Day One)
- o Appraisers Toolbox (Bradford)
- o Rapid Report (ACI)
- o ReportPRO! (CRAL)
- o Real Easy Appraisals (Wilson)
- o Appraisal Studio (United Systems)
- o NovaForms (Day One)
- o ClickForms (Bradford)

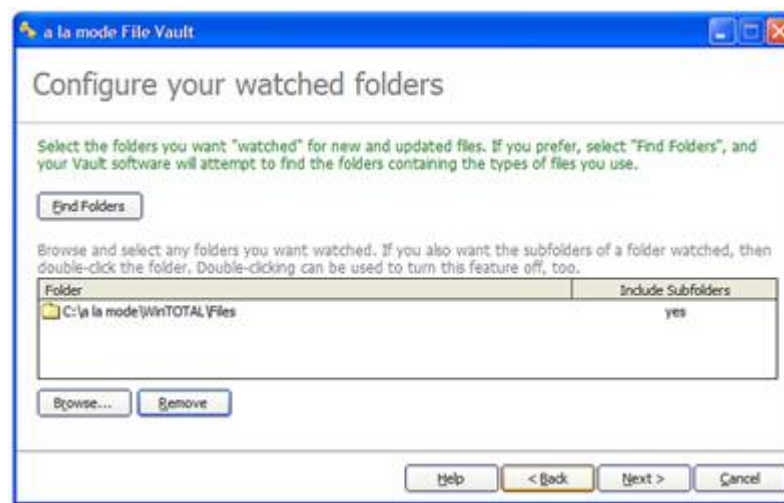
11. Once you have finished making your selection(s), click **Next** to continue setting up the Vault's automation capabilities.

12. You're prompted to automate Vault so that you can "set it and forget it," comfortably confident that your files are uploaded for you. "Watched Folders" are the key to this automation. By using watched folders, Vault watches for new or updated reports in the folders you specify. If it notices changes, it automatically uploads those reports to the Vault for you during

the next upload. If you want Vault to automatically keep track of the files you need to upload, mark **Yes**. Otherwise, to manually keep track of the files you need to upload, mark **No**.

13. Click **Next** to continue.

14. If you chose to enable the watched folders option, you then see a screen that prompts you to indicate which folders the Vault software should monitor. Click **Find Folders** if you want the Vault to search for folders containing reports. If you want to find those folders yourself, click **Browse** and navigate out to each folder you want Vault to watch.



Note: We recommend that you avoid selecting the root of a drive as a watched folder. Doing so would cause the Vault to scan your entire hard drive every time you needed to upload. This would take a long time or could lock up your system.

15. When you see all of the folders that you want Vault to watch in the list, indicate whether those folders have subfolders containing report files you want to watch as well in the **Include Subfolders** column. You can toggle this option between **yes**

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(scan subdirectories) and **no** (ignore subdirectories) by simply double-clicking the line you want to change.

16. If necessary, click **Remove** to remove any unwanted folders from your watched folders list. Then, click **Next** to continue.
17. Next, indicate whether you want to schedule an automatic file upload or manually upload files to the Vault. Mark **Yes** to automatically upload files to the Vault. Mark **No** to upload files manually.



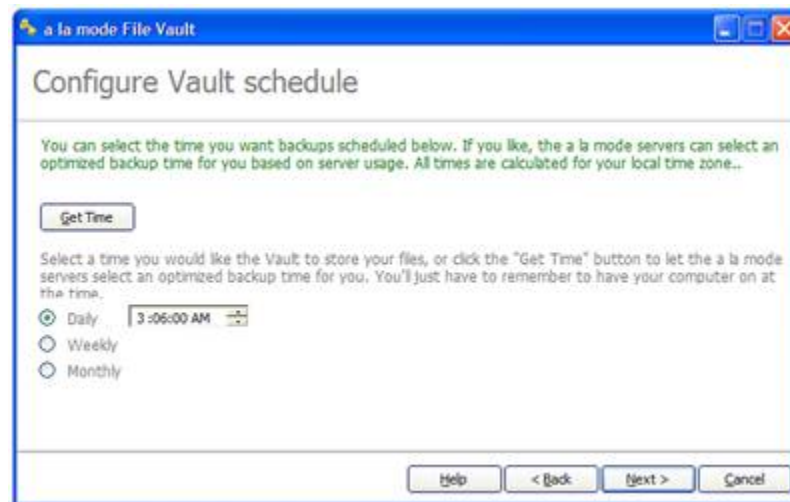
Hint: For best results, use watched folders with automatic uploads. This configuration completely automates Vault so that it keeps track of files that need to be uploaded for you and then automatically uploads them at the scheduled time.

18. Click **Next** to continue.
19. If you indicated you wanted to use the Vault's automatic scheduling, mark the **Daily**, **Weekly**, or **Monthly** option to control the frequency with which Vault uploads files. Then, schedule a time with the fields provided and click **Next** to continue.



Hint: You don't have to upload at night. The Vault works in the background and can be running while you work on other things. But, if you just can't decide on a time, click **Get Time** to query the Vault server for the best time to upload your files, based on the current system load. You do need to ensure that your PC is on and connected to the Internet at the schedule time in order for Vault to upload your files.

20.



21. If you have a dial-up or satellite connection, you may want to limit the number of files that you upload to the Vault at any one time. Since such connections are naturally weaker, this ensures that all of your files successfully make it to the Vault. If you have a high speed connection, this is not necessary, but is still available to you. Mark the option indicating whether you want to limit the number of files you upload at one time and specify a limit in the field provided if you decided to limit your upload.
22. Click **Next** to continue.
23. The Vault connects to the Internet and checks your watched folders to see if there are any new or updated files that need to be uploaded. Once it's done searching, you should see a listing of how many files (new and updated) it found and how many it is preparing to upload to the Vault. To upload the files now, click **Continue** and then click **Finish** when the upload is complete. Otherwise, click **Finish** to upload them later.

That's it! Your Vault tools are configured for uploading your appraisal report files to your secure Vault account. Once you have

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sent your first batch of files to the server, keep in mind that the files are still on your computer, but they are also safely backed up on our servers. To notify you of your Vault activity, you receive an e-mail that confirms your file transfer and lets you know exactly what files were uploaded, along with the current status of your account. If you ever need or want to reconfigure your Vault settings, simply go back to step one and start over. We also recommend that you configure Exact to keep a backup copy of your WinTOTAL settings, QuickLists, digital signature, and other important WinTOTAL data. See the [Configure Exact](#) section of this user's guide for more details.

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Configure Exact

If you use WinTOTAL to build your appraisal reports, you can use Exact to preserve your entire WinTOTAL environment. By running through a quick configuration, you can ensure that your digital signatures, user profiles, QuickLists, contacts, and other important settings are safe regardless of whether you get a new computer or have a crash. Before you can begin uploading your software preferences, you need to configure Exact to connect to the Internet and log into your account. The Exact utility is actually the same “program” as the Vault. It just runs in a different mode; therefore, the configuration is similar. However, you can run it on a different schedule to suit your own needs. If you haven’t already setup the Vault, it’s best to do so first. For more information, see the [Configure Vault](#) section of this user’s guide.



Note: Vault Express does not include Exact. If you currently own Vault Express and want to take advantage of Exact to backup the rest of your WinTOTAL installation, visit our Vault web page to upgrade to a full version of the Vault.

To configure Exact...

1. Click **Start, [All] Programs, a la mode Vault, Configure Exact**.
2. On the screen that appears, click the **Next** button to begin the configuration process.
3. You’re prompted about how you connect to the Internet. In fact, if you’ve already run through the Vault configuration, you need not change your settings as the Vault remembers them for this configuration. Just click **Next** to continue.
4. The next screen prompts you for your **Username** and **Password**. If the information has not already been filled out,

enter it in the fields provided. Since the Exact configuration remembers the setup you specify in the Vault configuration tool, if you’ve already set up the Vault, your information will already be filled in.

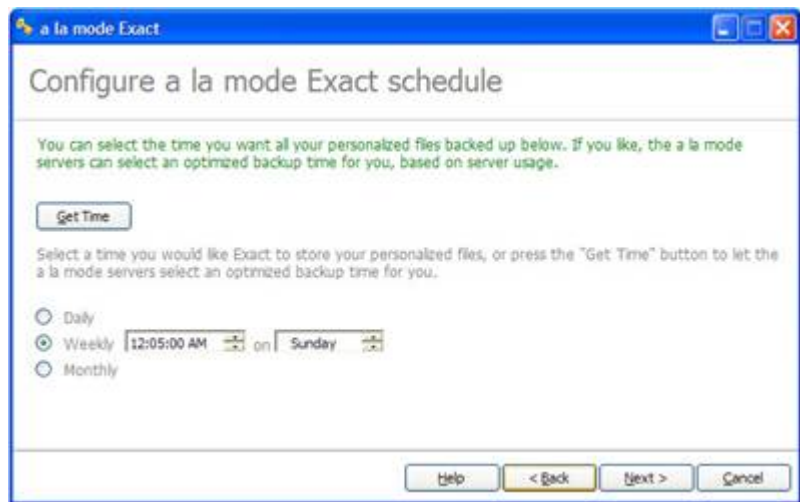
5. Click **Next** to continue.
6. Next, decide whether you want Exact to automatically upload your configuration settings or let you upload your files manually. We recommend the automated method since you never know when you may need to recover. Exact keeps your last 7 preference archives so you don’t lose any of the settings you need.
7. When you select Exact’s automatic scheduling features, the next screen that appears gives you the opportunity to configure how often you want to back up your configuration data (Daily, Weekly, or Monthly).



Hint: You don’t have to upload at night. Exact, like Vault, works in the background and can be running while you work on other things. But, if you just can’t decide on a time, click **Get Time** to query the Vault server for the best time to upload your preferences, based on the current system load. You do need to ensure that your PC is on and connected to the Internet at the schedule time in order for Exact to upload your preferences.

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8.



9. Exact then begins its initial backup of your preferences. Once it has completed the collection process, all you need to do is click **Continue**, to begin transferring the data immediately and click **Finish** when it's done.

10. If you want to wait and upload your preferences later, just click **Finish**.

That's it! You've configured your Exact tools to upload your WinTOTAL configuration settings to our secure servers, and you have sent your first backup to the Exact account. The files are still on your computer, but they are also safely backed up on our servers.

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Upload Files

There are a variety of different ways that you can upload files to the Vault.

- If you configured Vault to use watched folders and scheduling, Vault automatically uploads any new or changed reports for you.
- If you configured Vault to use watched folders regardless of your setting for scheduling, you can send files to the Vault by directly accessing Vault's upload routine
- You can [upload the files through Windows Explorer](#) from an open folder
- You can [upload files using the Vault's online interface](#)
- If you use WinTOTAL, you can [upload files to the Vault directly from WinTOTAL](#). Consult your WinTOTAL user's guide for more information on this process.

For more information about configuring Vault for automatic uploads, see the Configuring Vault section of this user's guide. For each of the other options, consult the following sections.

Upload from Windows

a la mode's Vault tools include a snap-in to Windows Explorer that lets you upload files directly to the Vault as you browse your computer. To upload files from Windows Explorer...

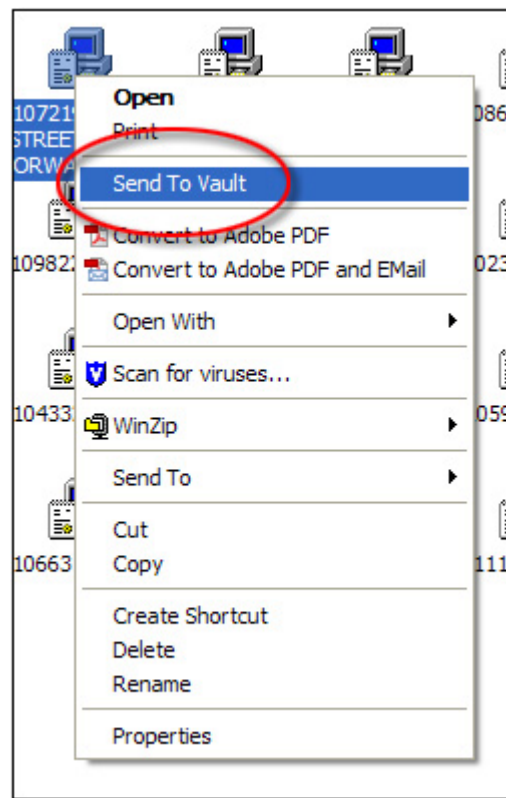
1. Click **Start, [All] Programs, Accessories, Windows Explorer** and open a folder containing the report files you want to upload.

2. Select the file or files you want to send to the Vault and then right-click any one of them.



Note: If you're browsing through your files in Windows Explorer, you can view your report's data at a glance using the features described in the [View Report Info](#) section of this user guide to help you find the report you wish to send to the Vault.

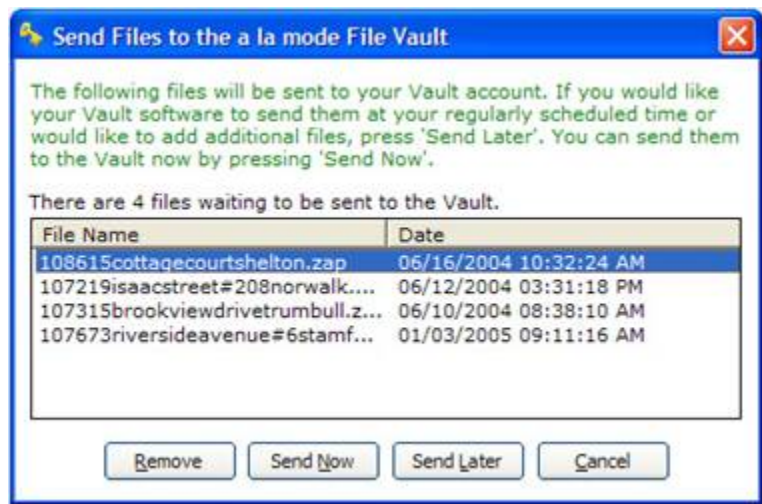
3. From the menu that appears, click **Send to Vault**.



4. Click the button that fits your choice. Options are:
 - **Send Now** - Initiates a connection at that moment and uploads any queued files.

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- **Send Later** - Sends the file(s) the next time your system connects to the Vault - perhaps at the next scheduled upload.
- **Remove** – Removes the selected file from the upload queue.



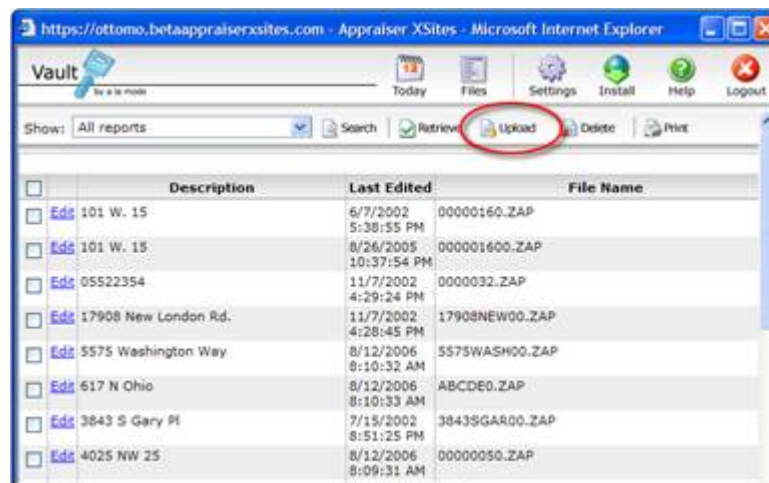
5. After choosing an option, your system either connects to the Vault immediately or waits until the next scheduled connection to send files.

Every time you upload files to your Vault account, whether you do it manually or automatically, you should receive an e-mail confirmation of the transfer. This e-mail contains a session summary with a complete list of every file that you uploaded, the number of files that made it to the Vault, the number of files you have on our server, and the number of files left in your account. This acts as your "receipt" of the transaction.

Upload From Your Vault Account

If you don't want to use our scheduler or you need to upload a file before the scheduled time, you can upload an individual file directly through your online Vault account. To do so...

1. [Log into your Vault account](#) on the web.
2. Click **Files** to see a list of all current files in your Vault account.
3. Click **Upload**.



4. Browse out to the file you want to upload by clicking **Browse**, navigating to the file and clicking **Open**.

Hint: If you're using WinTOTAL, your files should be located in the FILES folder inside your WinTOTAL installation. For example, in Athena, your file might be located within a folder at **C:\Win2000\FILES**. In Aurora, your files might be located in a folder at **C:\a la mode\WinTOTAL\FILES**.



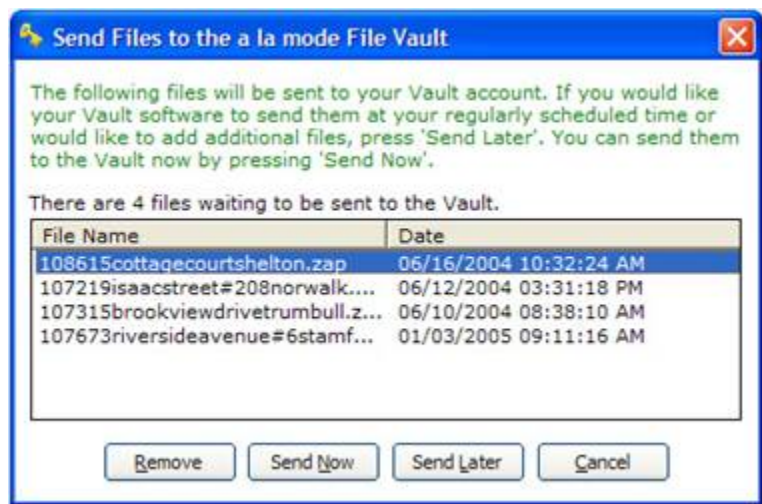
5. Finally, click **OK** to upload your file.

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Upload with Vault's Uploader

If you've configured Vault to use watched folders, you can access Vault's uploader directly to manually send a batch of files to the Vault. To do so...

1. Click **Start, [All] Programs, a la mode Vault, Send Files to Vault**.
2. Vault's uploader appears offering you a summary of the files that are pending an upload.
3. Click the button that fits your choice. Options are:
 - o **Send Now** - Initiates a connection at that moment and uploads any queued files.
 - o **Send Later** - Sends the file(s) the next time your system connects to the Vault - perhaps at the next scheduled upload.
 - o **Remove** - Removes the selected file from the upload queue.



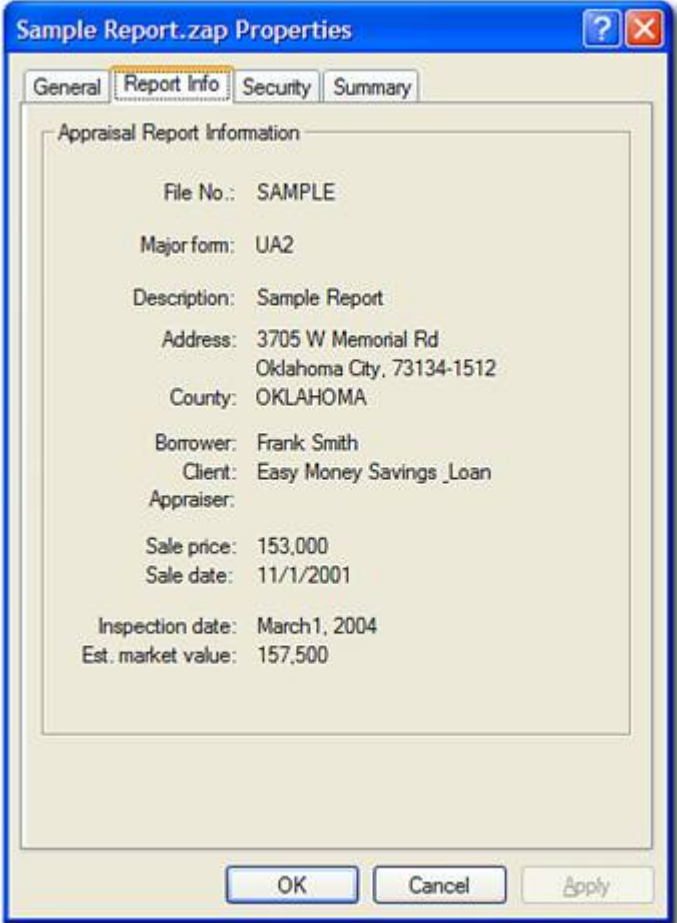
4. After choosing an option, your system either connects to the Vault immediately or waits until the next scheduled connection to send files.

Every time you upload files to your Vault account, whether you do it manually or automatically, you should receive an e-mail confirmation of the transfer. This e-mail contains a session summary with a complete list of every file that you uploaded, the number of files that were transferred, the number of files you have on our server, and the number of files left in your account. This acts as your "receipt" of the transaction.

View Report Info

One of the "hidden" benefits of installing the Vault tools is the ability to view report information directly through Windows. If you are unsure which file you want to send, use your right mouse button to click the file and select the **Properties** option from the menu. In the property sheet that appears, click the **Report Info** tab to view critical information about that file, including the property address, file number, major form, etc.

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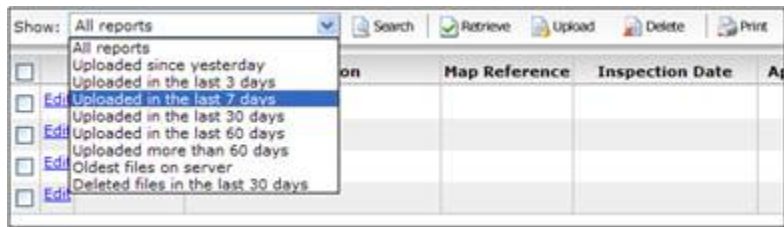


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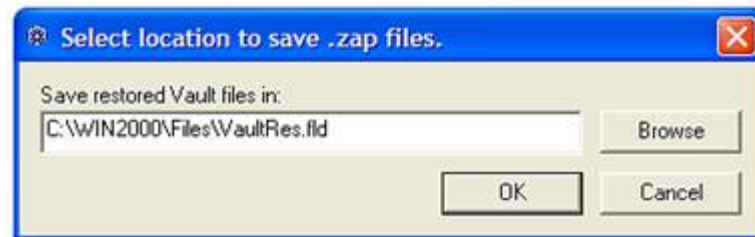
Retrieve Files

You can retrieve any or your report files from the Vault at any time using the Vault Web Interface. To retrieve a file...

1. [Log into your Vault account](#) and click **Files** in the toolbar at the top.
2. In the list of files that appears, find the file or files you want to retrieve from the Vault.
 - o By default, Vault displays 50 files per page to make it easier to navigate your files online. If you need to increase this number, click **Settings** in the main toolbar to the top right to access the Vault web configuration.
 - o Sort the list of files by clicking the column heading by which you wish to sort. Click the column heading again to reverse the sort order.
 - o To search for a file, click **Search**, enter your search criteria, and click **OK**.
 - o To limit the files that appear in the list to those that you've uploaded or deleted in the recent past, click the **Show** drop-down list and specify which files you're interested in. You can even view the oldest files on the server if you're trying to free up space in your Vault account by deleting files that have exceeded the five year requirement.



3. When you've found the file or files you wish to retrieve, check the box(es) to the left of each report to mark it for retrieval.
4. Click **Retrieve**.
5. You're prompted about where you want to store the report file when it is downloaded. Click **Browse**, browse out to a folder in which you'd like to store your files, click to select the folder, and then click **OK**. For easy access, for instance, the Desktop might be a good place to save your reports.
6. Click **OK** to accept your choice and begin downloading your files from the Vault.



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Delete Files

Whether your five year requirement passes or you simply need to remove files from your Vault account to free up space for newer reports you've completed, it's simple to delete files you no longer need from your Vault account. To do so...

1. [Log into your online Vault account.](#)
2. Click **Files** in the upper right toolbar to access the files in your Vault account.
3. Check the box or boxes beside the file(s) you wish to delete. If you want to delete the entire current page of files, check the box in the column header.



Hint: If you want to delete an entire range of files, you can perform a search to find the files you want to delete. For instance, if you want to find all of the files that are older than five years so that you can delete them, you'd click **Search** and specify a **Sale Date** or **Inspection Date** range older than 5 years. For a more specific list, you might click the **Late Updated** column heading to sort the files by the last time you updated them and just select the ones you want to delete from there.

4. Click **Delete**.
5. Click **OK** to confirm that you wish to delete the selected files.

It's that simple, but be careful. If you delete a file from the Vault, you won't be able to retrieve it!

Vault & Exact

Back Up Your Settings

If you opted not to use the automated Exact scheduler, or if you simply want to backup your configuration data between the scheduled times, you can upload them to the server manually at your leisure.



Note: Vault Express does not include Exact. If you currently own Vault Express and want to take advantage of Exact to backup the rest of your WinTOTAL installation, visit our Vault web page to upgrade to a full version of the Vault.

To do so...

1. Click **Start, [All] Programs, a la mode Vault, Backup Your Preferences.**
2. Exact automatically gathers your WinTOTAL preferences, connects to the Internet, and begins uploading your preferences to our server. Once it has finished uploading your data, simply click **Finish.**

Vault & Exact

Restore Your Settings

Once you have uploaded your preferences to our servers, you can use Exact's Recovery Wizard at any time to restore your system to working order in the event of a complete system crash. Even if you get a new computer – as many appraisers do every couple of years – you can use the Recovery Wizard to configure your software exactly the way you like to work, so you won't have to waste hours reconfiguring and recreating databases. Exact even makes accommodations if WinTOTAL is installed in a different location than the original.



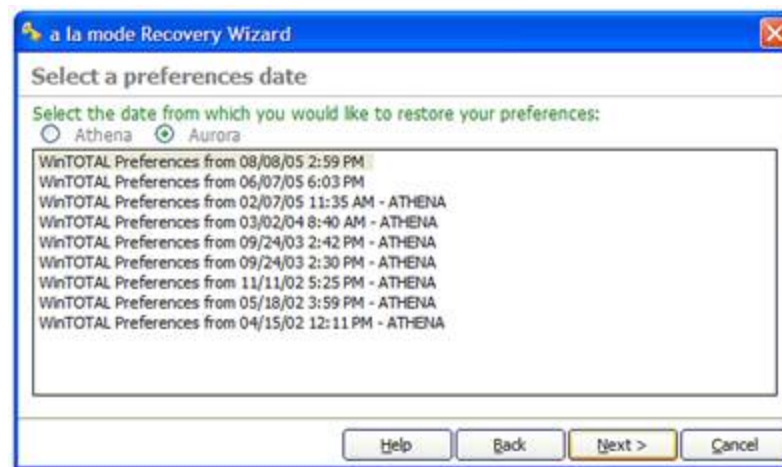
Note: Vault Express does not include Exact. If you currently own Vault Express and want to take advantage of Exact to backup the rest of your WinTOTAL installation, visit our Vault web page to upgrade to a full version of the Vault.

To retrieve your settings from Exact and restore them in WinTOTAL...

1. Click **Start, [All] Programs, a la mode Vault, Recover Your Preferences.**
2. After the opening screen, click **Next** and confirm your connection type.
3. Click **Next** again and confirm your account information. You shouldn't need to make any changes here. Just click **Next** again.
4. Once your account has been verified, you're given the option to use either the **Easy Recover** or the **Advanced Recover** feature.
 - o The **Easy Recover** option simply downloads the most recent system files and puts them onto your system

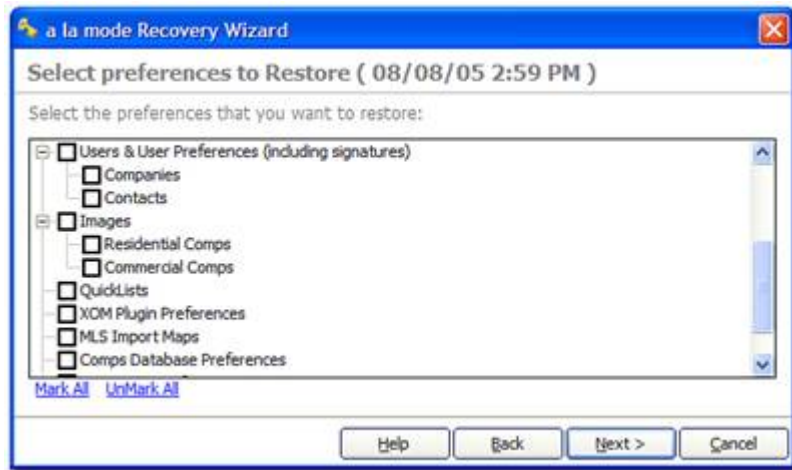
automatically. If you have your backup run regularly, this is the most logical option.

- o The **Advanced Recover** option enables you to choose between any of the last seven successful saves of your user preferences. Use this in the event that you don't want to overwrite your preferences but just want to restore specific preferences that you choose or if you need to restore preferences from a prior date.
5. Select the option you want to use, and click **Next**.
 6. If you selected the **Advanced Recover** option, you're prompted for the date of the preferences you wish to recover. Most likely, the last backup should suit your needs. Choose your preferences file and click **Next** to continue.



7. Once again, if you selected the **Advanced Recover**, you then have the option to choose which preference you want to recover. Pick the items you wish to restore and click **Next** again.

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8. Stand by as your preferences are restored.
9. Once the download is complete, simply click **Finish** to close the Recovery Wizard window.

Your appraisal software is now restored and ready for you.

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The Vault Website

The Vault website provides 24/7 online access to your Vault files and settings, but in addition to these basic functions, Vault also provides a number of other capabilities. Using the Vault website you can:

- [Install the Vault](#)
- [Upload individual files](#)
- [Retrieve](#), [delete](#), and [organize](#) your online files
- And more...

The Vault website is divided into several sections to help you find exactly what you need. Here's a brief description of each section.

- **Today** - This is the area that greets you when accessing the Vault on the web. It gives you quick stats about your account plus common questions and answers. Come here often to find out what's new with the Vault.
- **Files** - Here, you can search for, browse, retrieve, delete and even upload a new file. Go to this area for any function associated with your Vault files.
- **Settings** – Allows you to configure your column layout and number of files per page in Vault on the web.
- **Install** – Allows you to download and/or install the Vault software.
- **Help** – Links you to the most up to date relevant help resources and a link to this manual online.



Log into Vault

The Vault stores all of your files in a safe, secure online account so that you can access your files 24/7 from any location where you have Internet access. This off-site storage method is exactly what makes the Vault so safe and secure, but it also allows for additional convenience. For instance, you could grant Vault access to your staff appraisers so that everyone can collectively access the Vault files online even if you're all working from remote locations. You can access your online Vault account in two ways.

Through Your Appraiser XSite

If you're using an Appraiser XSite in tandem with your Vault account, you can log in directly through your Appraiser XSite. Or, if you need other staff members to be able to access your Vault account, you can grant them easy access to the Vault through your Appraiser XSite so that you don't have to hand out your Username and Password to every staff member. To log into your Vault account through your Appraiser XSite or grant Vault access to another staff member...

1. Log into your Appraiser XSite as the administrator and click **Vault** in the main toolbar at the top of the screen to access your account.



Note: If you've forgotten your Username and Password or if you're unsure about how to log into your Appraiser XSite, you can retrieve your credentials and login instructions at

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<http://www.alamode.com/configurepassword/default.aspx>

- 2.
3. If, you need to grant Vault access to other staff members, place your cursor over **My Office** in the main toolbar and then click **User Management** in the toolbar that drops down.
4. Create or edit a user profile for the person to whom you wish to grant access.
5. Check the **Vault** box in the **User Privileges** section at the bottom of the screen and save the profile.

Your staff members can now log into your Appraiser XSite and click **Vault** in the main toolbar at the top to access your Vault account as well.

Through the Vault Website

Of course, even without an Appraiser XSite you can easily access your Vault account through the Vault's online web portal. To do so...

1. Visit the Vault website at <http://www.alamode.com/vault/>
2. Click the **Vault Login** link in the pane on the right.
3. Enter your **Username** and **Password** in the fields provided and click **OK** to log in. If you've forgotten your login credentials, click the **Forgot Password?** link to retrieve them.



Customize Your Files List

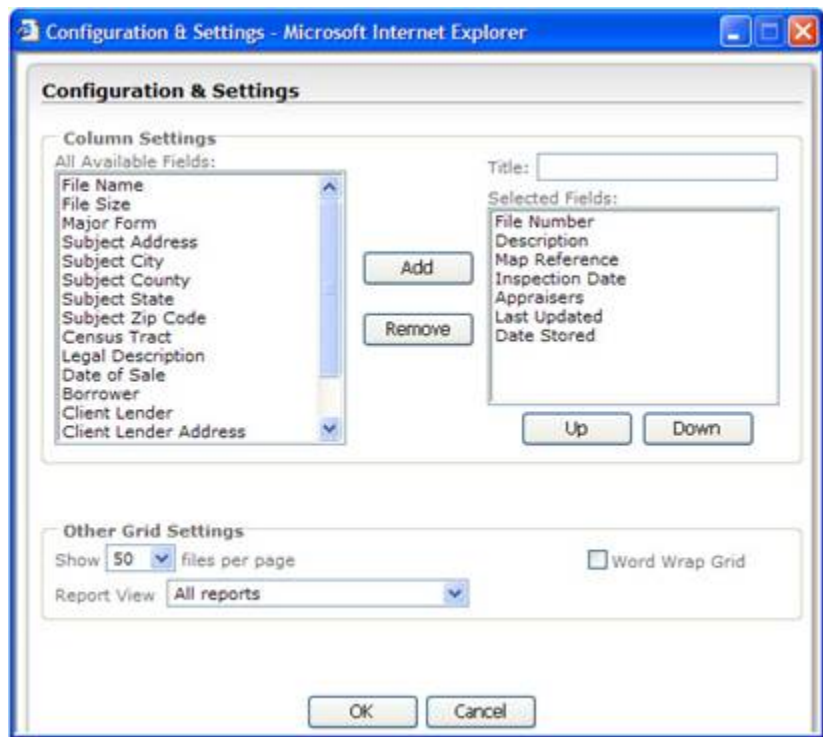
The Vault Files area has sorting functions as well as a configurable grid to display as few or as many details about the files you have stored. To customize the reports and columns you see in the Vault...

1. Click **Settings** in the main toolbar at the top of the screen.
2. In the screen that appears, apply the changes you wish to see in your Vault files view. Options are:
 - o Add data columns into your files view clicking a data column in the **All Available Fields** list on the left and then clicking **Add**.
 - o Remove a column by selecting it in the list on the right and clicking **Remove**. This simply removes the data from view in the Vault and has no affect on the reports in your Vault account.
 - o Change the **Title** of a column in your files view by clicking it in the **Selected Fields** list and typing a new title for it in the **Title** field.
 - o Rearrange the order of the columns from left to right by clicking the **Up** (left) and **Down** (right) buttons below the **Selected Fields** list.
 - o Change the number of files that appear in each page of files in your Vault list by choosing a different setting from the **Show** menu inside the **Other Grid Settings** section.
 - o Indicate whether you want the data in the column to wrap around to the next line if it's too long to display on one line by checking or unchecking the **Word Wrap Grid** box.
 - o Specify which reports you want to see by default when you access your Vault list by choosing an option from the

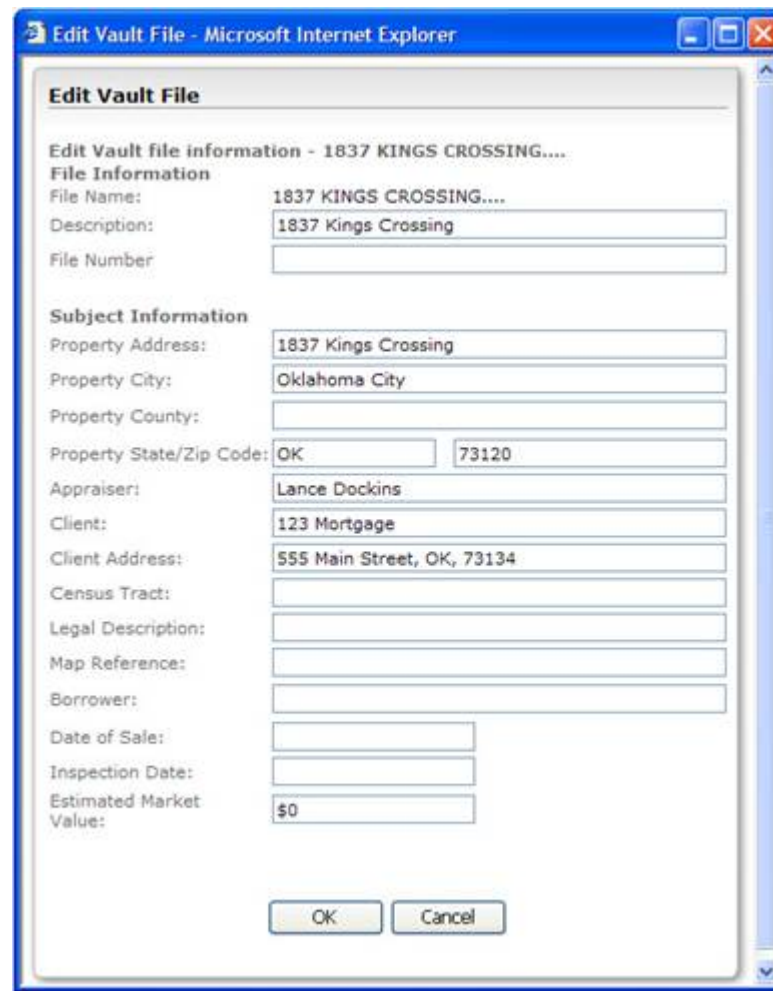
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Report View drop down menu. For instance, if you're only interested in seeing recent files in your Vault account, you might choose **Uploaded in the Last 7 Days** from the list.

3. Click **OK** when finished to apply your changes.



2. Browse to the file you want to modify, and click **Edit**.
3. In the screen that appears, use the fields provided to change any of the current information to more descriptive information that you can use when managing you Vault account.



Edit File Information

The Vault's files list enables you to quickly find and organize files in your Vault account. You can even edit the information that is displayed in the grid to add descriptive information that can help you more quickly find the files you need. To edit the report info that appears in the files list...

1. [Log into your Vault account](#) and click **Files** in the main toolbar.



Note: This only changes the information that appears in the files list. It does not change the actual data in your report.

4.

5. Click **OK** to save your changes.