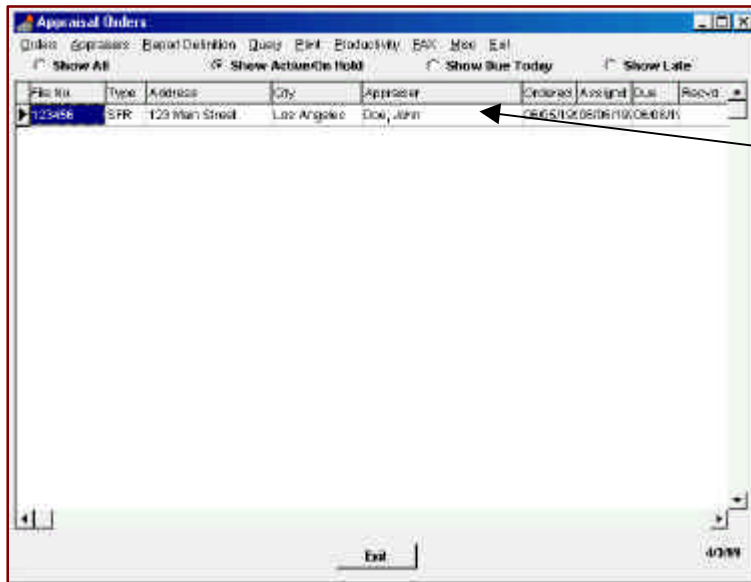


API MANAGER OVERVIEW--20 MINUTE DEMO:

The API Manager program consists of these main components:

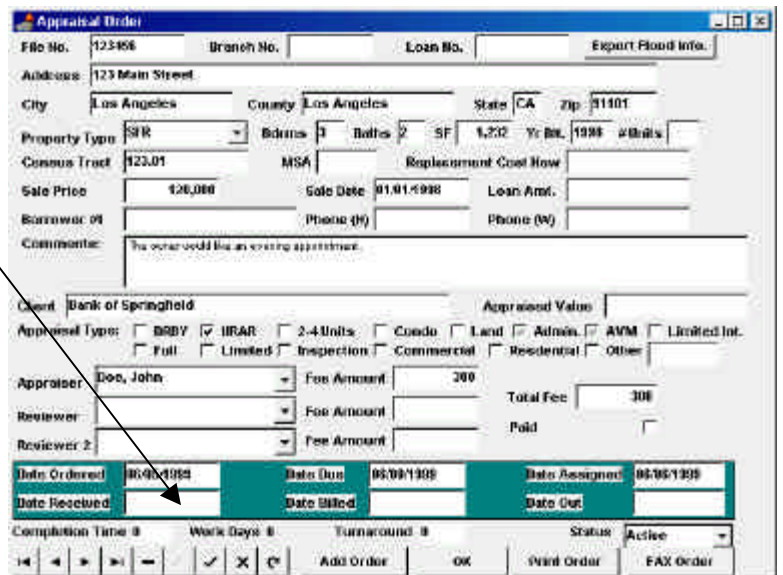
- Appraisal Order screen for entering orders
- Appraiser tracker and productivity
- Report generator for creating custom reports

When you click on the management icon, you'll see the following screen:



This is the API Manager main menu, containing one sample appraisal order. To add a new order, double click on the existing order--

The order screen will come up. When data is entered into a particular field, the information is stored in a database for later searching, report generation and various calculations. Note that this order doesn't have a Date Received--input the date as: 06/11/99 and press the tab key. The Completion Time is automatically generated in calendar days as well as working days.



To create a new order, click on Add Order at the bottom of the screen and click Appraisal. This will bring up a blank order screen--go ahead and create a new order, using the information below (use the tab, return or arrow keys to move about the screen):

- Address:** 48 Pine Street
- City:** Los Angeles
- County:** Los Angeles
- State:** Ca
- Zip:** 90005
- Property Type:** SFR
- Appraisal Type:** URAR (click on check-box)
- Appraiser:** Doe, John (click on down arrow to choose an appraiser)
- Fee Amount:** \$300

We next want to enter date information to automatically generate turn-around information. First, let's input some default turn-around times a client might expect from an appraiser. First, click on the OK box at the bottom of the order screen to return to the main menu; then, choose the Misc. pull down menu and click on Default Completion Times. You can enter the default turn around times here; let's use 7 days for URAR, then click Ok. Double click on the appraisal order we were working on. Under Date Assigned, enter 12/01/99 and press the enter key. The Date Due is automatically calculated. Next, enter 12/07/99 for Date Received; the Completion Time is automatically calculated both for Calendar Days and Work Days (work days: week-ends and holidays not included).

Now, let's check our appraiser John Doe's productivity. Click on the Ok button at the bottom of the order screen and then click on the Productivity pull-down menu choice in the main menu. This will bring up the Appraiser Productivity function. Type in a report period, say 360 and click on recalculate. John Doe's completed appraisals are shown as well as Total Fees, Average Turnaround and Appraisals Completed. This page can be printed as well.

Adding an appraiser/reviewer: It is an easy matter to add another appraiser. In the main menu, click on the Appraisers pull down menu and double-click on the existing appraiser, Doe, John. This will bring up the Appraiser Database. Add a new name by clicking on the + at the bottom of the screen--a blank screen will appear allowing you to enter a new appraiser. Note that the SSN/Tax ID field doubles as the appraiser's log-on password if using the internet functionality of the program. If you return to the order screen after entering an appraiser's name, it will show up under the appraiser and reviewer drop-down boxes.

Report generation: Constructing custom reports using the API manager is an easy matter, as long as you know what information you want to report on. Remember that you "grab" information from the order screen when creating a report. Let's do a report on John Doe--showing his turn-around times. First click on the Report Definition pull-down menu and choose one of the existing reports--Turn Around Time for Appraiser. This report already has some of the desired categories as well as pre-set column widths. Choose Appraiser under the first "Print" drop-down box; then type under **between:** Doe, John **and** Doe, john. Also check **the App. Fees** box. Next, let's rename our report: under **Header** type *Turnaround Time for John Doe*; under **TITLE** enter Turn Around For Appraiser--John Doe. Click on **OK** at the bottom of the screen. Now print the report by choosing the Print pull-down menu, then Report and then double click on Turnaround Time for Appraiser--John Doe. The report containing John Doe's two orders prints out.

Query: The query function is a handy tool that essentially allows you to view a report before (or without) printing. Click on the **Query** pull-down menu and double-click on our report, *Turnaround Time For Appraiser--John Doe*. The report can then be previewed on the screen.

Searching for an order: Orders can be searched quickly by Loan number, File number or by street name. To search by street name, choose Find by Address under the Orders pull-down menu. You will need to enter the city name as well as the street name.

Faxing: Single or multiple orders can be faxed by choosing the FAX pull-down men then **either Fax order list** or **Fax Selected order**. Note that this function requires specific fax software: *ProComm*, which must be set as the default printer driver in Windows.

Rebuild Indexes: This built-in repair feature allows the user to quickly rebuild indexes which may have become corrupted.

Main Screen Radial Buttons: *Show all; Show Active/On Hold; Show Due Today; Show Late and Show Unassigned*. These buttons are clicked on to activate. Show Active/On Hold refers to the reports status. To change a reports status go to the order screen; in the lower right-hand corner is a drop down box allowing you to choose status: Active (default); Canceled; Closed and On Hold.

Internet Functionality: The internet functions are meant to save time by reducing the number of faxes, phone calls, and e-mail. Essentially, the internet allows an appraiser, client or manager to log onto the internet and check status or print orders. More features will be added as determined by the market. Using the internet feature requires hosting a web site within the appraisal office.

Accounts receivable and payable: Appraisal Partner is in the process of integrating the API manager with QuickBooks.

For more information please contact Appraisal Partner.