

EXPORT TO TOTAL



From AppraisalPilot to a report open in TOTAL. Four steps. You do the first one once.

1

GET IT IN THE TOTAL STORE ONCE

- Go to the AppraisalPilot page in the TOTAL Store:
totalstore.alamode.com/product/appraisalpilot
- Pick an option:

FREE TRIAL

\$0

Up to 25 exports to TOTAL

MONTHLY

\$30 a month

Unlimited exports to TOTAL

- Sign in with your a la mode login. **Use the same login your TOTAL runs on.** That's how TOTAL knows it's yours.
- Check out. You need an AppraisalPilot account too, trial or paid.

2

EXPORT FROM APPRAISALPILOT

- Open your report and scroll all the way to the bottom.
- First time only, it asks which report software you use. Pick **TOTAL**. You can switch any time.
- If TOTAL needs something you haven't filled in, the checklist says what. Tap it, and it takes you there.
- When it says **Ready for TOTAL**, press **Export to TOTAL**. A file ending in **.tdcx** downloads.

Tip: export on the computer TOTAL is on. Inspected on your iPad? Open AppraisalPilot on your TOTAL computer. Same report. It's all there.

3

DOUBLE-CLICK THE FILE

- Find the **.tdcx** file in your Downloads and double-click it. TOTAL opens it, with your photos and your comps already in.

4

REVIEW IT AND SIGN IT, IN TOTAL

- Everything AppraisalPilot drafted is a draft. You review it. You make the calls.
- The value, the adjustments and the reconciliation are yours. AppraisalPilot doesn't touch them.
- Red boxes are TOTAL's own field validation. Turn on **Show All Field Validation** in the right pane to see every one.

IF TOTAL SAYS "YOU NO LONGER HAVE ITEMS AVAILABLE FROM THIS TOTAL STORE MERCHANT"

TOTAL doesn't see AppraisalPilot on the login you're using. Go back to the TOTAL Store, sign in with the login your TOTAL runs on, get it there, then double-click the file again.