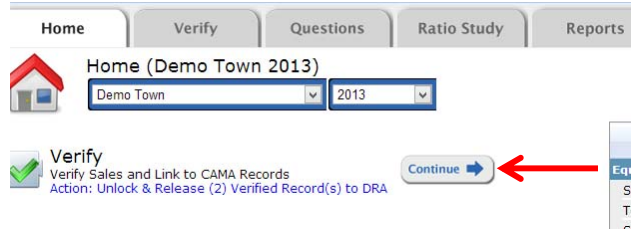
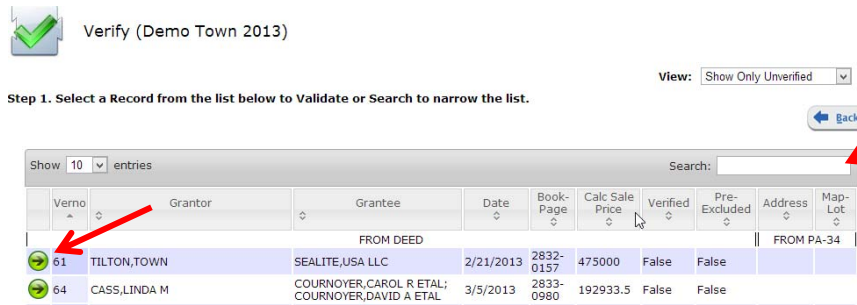


To Attach Documents to Sale Records

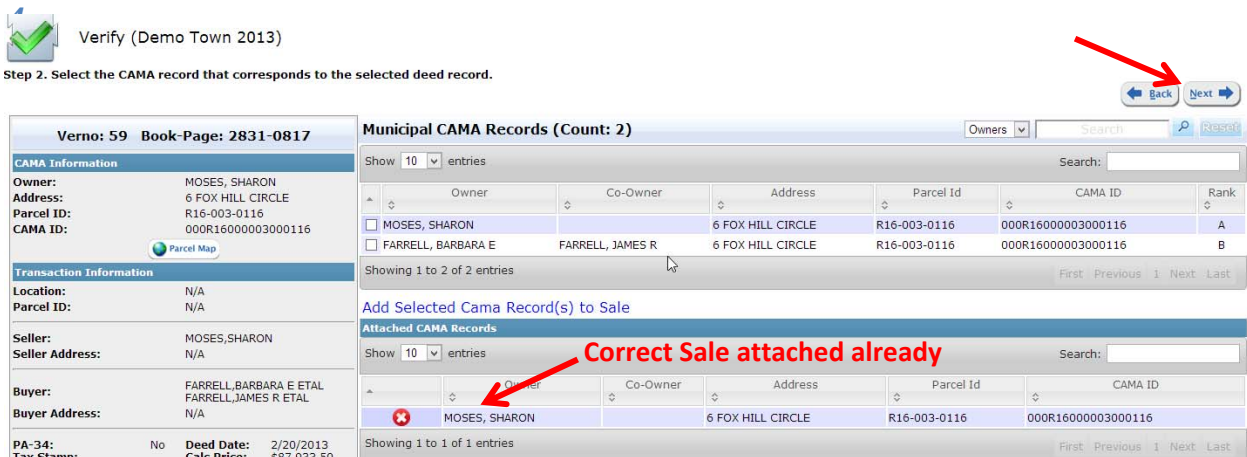
1. On the home tab select click the verify tab, or the continue button next to Verify






2. Next click the green arrow next to the sale you wish to attach the file to. You can also search for the record using the search bar at the upper right.



3. Proceed through the CAMA matching step by selecting the correct record (it may already be selected in the lower table if it's already verified and there is a question pending, or it may skip to step 3 if you've already verified and there is no question pending) and clicking next




4. Click NEXT (do not click Save and next) on the step 3 of the verification process to get to step 4 where files may be attached




	Listed Value	Enter Validated Value
Current Year Assessed Value	\$112,200.00	112200
Previous Year Assessed Value	\$112,200.00	112200 <input type="checkbox"/> Use Previous Year Assessed Value for Ratio Studies
Selling Price	\$87,933.50	87933.5

5. Finally, click the "Choose File" button under the sales attachments section, browse for your file, type a description and click upload. Click Finish to save your changes.

Field	Listed Value	Enter Validated Value
Current Year Assessed Value	\$112,200.00	\$112,200.00
Previous Year Assessed Value	\$112,200.00	\$112,200.00 Use Previous Year Assessed Value for Ratio Studies: False
Selling Price	\$87,933.50	\$87,933.50
Property Code	18-Mfg Housing Without Land	18-Mfg Housing Without Land
Modifier Code	-	00-No Modifier Code
Special Code	00-No Special Code	00-No Special Code
Current Use	False	False
Current Use Value	0	\$0.00
Notes	Monday, October 28, 2013 11:14 AM	

Sales Attachments

1  Choose file to upload...  No file chosen 2 

Description: 3 