



GENIE CLOUD- HOW TO USE MANUAL

Appraiser Genie – How to Use the Genie Manual 1a – June 2016

JUNE 1, 2016

APPRAISER GENIE LLC
info@appraisergenie.com
www.appraisergenie.com

Thank you for using **Genie Cloud**! Our how to manual provides easy, demonstrable steps which will allow you to confidently process your reports with **Genie Cloud**. We are currently compatible with **TOTAL a la mode software**. You will need to have page one, the subject column of page two, and a sketch completed before you can use **Genie Cloud**. ****Note:** Before you can use the Genie, you will need to send your MLS information. Please send this info to mls@appraisergenie.com to have a custom export template created. You have the option of doing this on your own if you choose but we do not recommend this as this can be a tedious process. You will then launch the Genie from dashboard in TOTAL, which will navigate you to the Genie registration page. You'll need to create a username and password before you can use the Genie. You will routinely log in each time. Once you log in, you'll see the below information.

Please Confirm Subject Information

Site:*	<input type="text" value="0"/>
Stories:*	<input type="text" value="1"/>
Quality:*	<input type="text" value="Q4"/>
Age:*	<input type="text" value="19"/>
Condition:*	<input type="text" value="C3"/>
Bedroom:*	<input type="text" value="3"/>
Bathroom:*	<input type="text" value="2"/>
GLA:*	<input type="text" value="2205"/>
Basement SF:	<input type="text" value="0"/>
Heat/Cool:*	<input type="text" value="H (Y)/ C (Y)"/>
Garage Attached:	<input type="text" value="2"/>
Garage Detached:	<input type="text" value="0"/>
Garage Built-In:	<input type="text" value="0"/>

Next

You must fill out the subject information before clicking "Next" at the bottom. Please verify, if there is imported information, that it is correct.

***Note:** Appraiser Genie imports data from multiple data sources, which are considered to be reliable public sources. The Appraiser Genie cannot verify or confirm information from these sources. User must verify all data entered into users' report. Genie assumes no liability for the validity of imported data.*

Once you click “Next”, you will now see the **Input** page tab highlighted blue in the header above. This indicates the page you’re currently on. You should see your subject address listed in the boxes below:

Subject Address: 2402 GREENBRIAR DR City: ABILENE State: TX County: Taylor Assessor Parcel #: 10918 Legal: BROOKHOLLOW SEC 9

Below the Subject Address, you need to choose from calendar or type your effective date of the report and the form you are using. Also, you need to choose the MLS Acronym for your MLS site. You have the option to include cost approach in your report as well. There are additional options for the REO addendum, quantitative REO addendum, and add listings to listing addendum. Please select via check box the options you wish to include. *Note: The REO quantitative is an extensive version of the REO addendum and both cannot be chosen.*

Input

Enter Effective Date of Report:*	<input type="text"/>	❗ Please enter an effective date	Include REO addendum:	<input type="checkbox"/>
Select the Form You are Using:*	<input type="text"/>	❗ Please select a form	Include Quantitative REO addendum:	<input type="checkbox"/>
MLS Acronym:*	GLES	←	Add Listings to Listing addendum:	<input type="checkbox"/>
Include Cost Approach in Report:	Yes			

The comp search narrow parameter options below allow you to narrow down your neighborhood search that will be imported into the Genie. This allows you to conduct a wide neighborhood search via your MLS site and utilize the Genie for narrowing. This provides you with a true comp search. Please also read the yellow box to the right before choosing your parameters. You do not have to use all options listed. Customize according to your liking.

Enter Comp Search Narrow Parameters- (zero or blank will be ignored)

Site Size +/-: %

Stories +/-: floors

Age +/-: years

GLA +/-: %

Bedroom +/-:

Bath +/-:

Garage Space +/-:

Basement SF +/-: %

Pool - 0/1:


READ BEFORE CLICKING 'START NEW REPORT' : Due to increasing scrutiny by State Licensing Boards concerning Neighborhood Analysis, the Genie has been designed to import a complete search of the subject's neighborhood with no parameters in order to analyze the full neighborhood. The Genie will then automatically narrow the comp search to truly comparable properties out of the neighborhood search, based on the Comp Search Variance criteria you select to the left. When exporting the Genie back to your report, you will be given the option to populate the One-Unit housing on Page 1 from either the neighborhood or the comp search data. Enter your variances, the form number and the effective date prior to clicking 'Start New Report'

Reconciliation weighting provides options for weighting the approach. We default the full weighting for Sales Comparison which is indicated by the default of 10. You can score to your liking but the total of the values must add up to 10.

Reconciliation Weighting

(Weight 1-10):

Cost Approach:

Sales Comparison Approach: 

Income Approach:

The highest and best use section allows you to choose up to 6 possible uses for the site of the subject as indicated. If residential only, you can choose to leave the remaining boxes blank by selecting the arrows and choosing the blank space. The boxes default blank except the Multi-Family option, which you can remove.

Highest & Best Use

(select up to 6 possible uses for the site of the subject, leave blank if not selected):

Current Use:

Possible Uses:

The land value is calculated for you if you use the extraction or allocation method. You do not have to fill out the section below but if you need to manually enter land sales, utilize this area.

IF YOU ARE USING THE EXTRACTION OR ALLOCATION METHOD, YOU DO NOT NEED TO FILL OUT THE LAND COMP SALES SECTION BELOW.

Land Comp Sales

Comp Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Price:	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Site Size:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location:	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>
Adjustment:	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Pasture/Cultivation:	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>
Adjustment:	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Minerals:	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>
Adjustment:	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Improvements:	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>	<input type="text" value="Adverse"/>
Adjustment:	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Weighting:	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>


The square foot method is automatically completed using building-cost.net. If you are a Marshall & Swift user, you can enter data into the cells below if you choose. If not, this area is completed for you.

Square Foot Method		Effective Date	Regional Multiplier	Local Multiplier
	Cost per SF	5/18/2016 10:45:47 AM		
Quality:	\$			
GLA:	\$	brick/good		
Roof:	\$	comp/good		
Floor covering 1:	\$	1		
Floor covering 2:	\$			
Heating/Cooling:	\$	H (Y)/ C (Y)		
Energy:	\$	ceiling fan		
Garage:	\$	452		
		\$ (user Defined)		

Once completed, you'll navigate back to the top of the **Input** page and select Start New Report.

← →

Input
Allocation
Comp Search
Cos


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 Uses Remaining

Date Calculated:

Subject Address:* 2402 GREENBRIAR DR
 City:* ABILENE

Start New Report

Appraiser Genie imports data
 validity of imported data.

Input

Enter Effective Date of Report:*

!

Select the Form You are Using:*

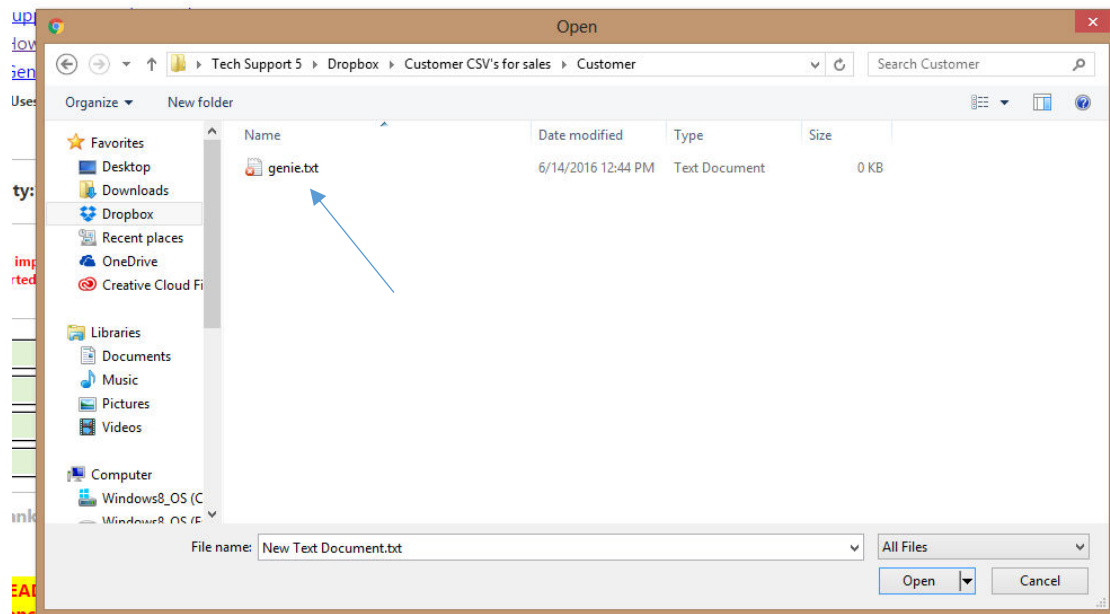
!

MLS Acronym:*

Include Cost Approach in Report:

☐ Enter Comp Search Narrow Parameters- (zero or blank will be

Once you select Start New Report, file explorer will open and then you will need to navigate to your saved neighborhood search export that you exported from your MLS site. We created a custom template for you (or you set one up yourself) on your site and this is what you need to export your search to which is then imported into the Genie.



As the MLS export is imported, the Genie is scrubbing the MLS data to make it UAD compliant and formatted to work with the Genie. The scrubbing process bar will display as below.


addendum: ☐

dendu

Scrubbing MLS...

Once the scrubbing process is completed, you will then be navigated to the **Comp Search** tab as indicated by the blue header. The comps listed reflect your narrowed comp search. If you did NOT choose any narrowing parameters on the **Input** page, all of your imported comps from your MLS export will be show here. If you narrow the comps, the true comp search will show based on your narrow comp search parameters you defined. The comps listed are in order from top to bottom starting with closest proximity to the subject, most recent sold, least adjustments, sold, active, and pending.

Input	Allocation	Comp Search	Cost	Depreciation	Extraction	Graphs	Highest & Best	Land	Matched Pairs	Nbrd
-------	------------	-------------	------	--------------	------------	--------	----------------	------	---------------	------



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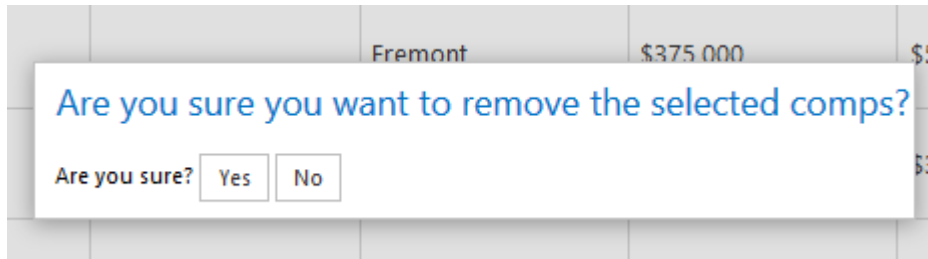
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 Support- 325-701-9012
 Ask Appraiser Questions
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 Uses Remaining: 5

Date Calculated: Next Narrow comp search Selected:0

Status	Select Comp	Photo	MLS #	Street Direction	Street Number	Street Name	Unit	City	Sales Price	List Price
S	<input type="checkbox"/>	Unavailable	ML8092725		38212	Redwood Ter		Fremont	\$365,000	\$375,950
S	<input type="checkbox"/>	Unavailable	ML8101546		38384	Redwood Ter		Fremont	\$350,000	\$349,000
S	<input type="checkbox"/>	Unavailable	S607643		39817	Burr Ave		Fremont	\$375,000	\$529,990
S	<input type="checkbox"/>	Unavailable	ML8144663		5630	Chestnut Cmn		Fremont	\$366,000	\$349,900
S	<input type="checkbox"/>	Unavailable	ML8141881		5708	Poplar Cmn		Fremont	\$380,000	\$350,000
S	<input type="checkbox"/>	Unavailable	S625327		39361	Ide Ct		Fremont	\$380,000	\$456,500
S	<input type="checkbox"/>	Unavailable	ML8984583		1560	Skelton Ct		Fremont	\$338,000	\$339,800

You have the option of selecting any outliers (i.e. a million dollar home in a neighborhood range of \$500,000 for sold prices) by selecting the comps via the checkboxes and selecting the **Narrow comp search** button. This will remove these comps from the list and allow you to then select the comps you want for your report. You then confirm the removal by selecting yes or no.

Date Calculated: Next Narrow comp search Selected:3										
Status	Select Comp	Photo	MLS #	Street Direction	Street Number	Street Name	Unit	City	Sales Price	List Price
S	<input type="checkbox"/>	Unavailable	ML8092725		38212	Redwood Ter		Fremont	\$365,000	\$375,950
S	<input type="checkbox"/>	Unavailable	ML8101546		38384	Redwood Ter		Fremont	\$350,000	\$349,000
S	<input checked="" type="checkbox"/>	Unavailable	S607643		39817	Burr Ave		Fremont	\$375,000	\$529,990
S	<input checked="" type="checkbox"/>	Unavailable	ML8144663		5630	Chestnut Cmn		Fremont	\$366,000	\$349,900
S	<input checked="" type="checkbox"/>	Unavailable	ML8141881		5708	Poplar Cmn		Fremont	\$380,000	\$350,000



You MUST select at least 3 sold comps and no more than 15 in total. You are able to change the header organization as well in **Genie Cloud** by dragging the column name to the left or right, in whichever order you like. You can click the column names to sort the comps by the data in the columns.

Date Calculated:

Selected: 3

Status	DOM	Style	Seller Type	Concessions	GLA	Beds	Baths Full	Half Bath	Age	Garage	Garage Type	Carport	Site
\$		Contemporary				1	1	30	1	ga			
\$						2	1	30	2	ga			
\$	139	Ranch			1200	3	2	57	2				0.15
\$	17	Contemporary			945	2	1	45		ga	1		0.03
\$	241	Ranch			945	2	1	46			1		0.03

Once you select the comps you want, you select the Next button.

← → Input Allocation **Comp Search** Cost Depreciation


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 Uses Remaining: 5

Date Calculated:

Selected: 4

Status	Select Comp	Photo	MLS #	Street Direction	Street Number
\$	<input type="checkbox"/>	Unavailable	1565915		3318
\$	<input type="checkbox"/>	Unavailable	1526984		2939
\$	<input checked="" type="checkbox"/>	Unavailable	1516820		3541
\$	<input checked="" type="checkbox"/>	Unavailable	1507036		2934
\$	<input checked="" type="checkbox"/>	Unavailable	1520767		2880
\$	<input checked="" type="checkbox"/>	Unavailable	1516303		2637
\$	<input type="checkbox"/>	Unavailable	1558696		3525
\$	<input type="checkbox"/>	Unavailable	1537115		2738
\$	<input type="checkbox"/>	Unavailable	1529103		2511
\$	<input type="checkbox"/>	Unavailable	1539046		2805

After selecting next, the public record verification dialog box will populate. This allows you to choose which values you would prefer to use such as MLS, public records, or peer values. ***Peer values are comps that were previously ran in the Genie by other appraisers. We provide this information to users only. - This is internal Genie usage only and not sold.***

The public record verification box will display the comps you chose previously on the **Comp Search** page. Any discrepancies between the fields such as GLA will be reported. You can choose to go through the discrepancies one by one by selecting the use MLS, public, or peer value option. If you want to choose MLS, public, or peer for ALL values that show discrepancies then select use all MLS, public, or peer values.

The screenshot shows a 'Public Record Verification' window. At the top, the address '3541 Leor Ct' and field 'GLA' are entered. Below, under 'Values:', three columns are shown: 'MLS' with value '2024', 'Public Record' with value '2022', and 'Peer Database' with value '2024'. Blue arrows point from each of these values to a corresponding set of buttons below. For MLS, the buttons are 'Use MLS Value' and 'Use All MLS Values'. For Public Record, the buttons are 'Use Public Value' and 'Use All Public Values'. For Peer Database, the buttons are 'Use Peer Value' and 'Use All Peer Values'.

You will be navigated to the **SidebySide** page after selection. Your subject column will be listed in the left hand column and to the right will be the comps you selected for your report on the **Comp Search** page. The middle column will reflect your adjustment options: matched pairs, allocation, extraction, and regression.

Export to Report		Date Calculated:											
		Subject		Mtchd Prs	Allocation	Extraction	Regression		✓ Sale #1		Genie Peer Db		
Address	2402 Greenbriar Dr							3541 Leor Ct	#				
City/State/Zip	Abilene	TX	79605					Las Vegas	NV	89121			
County	Taylor							Distance = 911.3 miles					
Sales Price								Realtor	Tax	\$220,000			
Data Source	inspection		DOM 0					GLES MLS1516820		DOM 35			
Verification													
Sales or Financing	<Adjustments>							Arms Lengt					
Type/Concessions								Convention		7326			
Sale Type								Settled sale					
Contract Date								03/15					
Settlement Date	<Time>					0.00 %		04/15					
Withdrawal													
Expiration													
Location Overall	Neutral												
Location Factor	Residential												
Property Rights	Fee Simple							Fee Simple					
Site	11792 sf <Site>			\$0	\$105,100	\$209,500	(\$46,923)	5227sf					
View Overall	Neutral												
View Factor	Residential												
Design Type													
Stories	1							2					
Design	ranch ?							?					
Quality	Q4-Average												

In the adjustment section, the adjustment calculations will be listed in the corresponding adjustment type columns. If there is no adjustment value in a column, the calculation came to be less than zero, thus no calculation is provided for that adjustment method.

Mtchd Prs	Allocation	Extraction	Regression
\$0	\$105,100	\$209,500	(\$46,923)
\$0		\$2,200	(\$240)
\$0	\$8,000		(\$249)
\$0			\$502
\$0	\$57	\$21	\$0
\$0		\$0	
\$0			
\$0	\$7,300		
\$0			
\$0	\$3,200		\$982

You may see red fields highlighted in the comps you selected. These fields indicate public values were used. The **SidebySide** page also includes Realtor and Tax information for each comp.

Regression		<input checked="" type="checkbox"/> Sale #1
	<input type="text"/>	
	<input type="text"/>	
	2	
	<input type="text"/> ?	
	<input type="text"/>	
	<input type="text"/>	
(\$240)	27	
	C4-Average ▾	
(\$249)		
\$502	6	4
\$0	2022	
	<input type="text"/>	
	<u>Rooms</u>	
	1FPL	
	FWA/CAC	
	<input type="text"/>	
\$982	2	

You can click also both the Realtor and Tax information which will display a box with the appropriate information if obtainable. This will display agent number, address, etc.

	<input checked="" type="checkbox"/> Sale #1			Genie Peer Db
3541 Leor Ct	#			
Las Vegas	NV	89121		
Distance = 911.3 miles				
Realtor		Tax	\$220,000	
GLES MLS1516820		DOM 35		
Arms Lengt ▾				
Convention ▾		7326		
Settled sale ▾				
c03/15				
s04/15				

In the design column, there is a blue question mark available. If you select this, you are able to choose from a list of available design types for your subject and comps.

Design	ranch ?								
Quality	Q4-Average ▾								
Age	19 <Age>			\$0	\$2,200	(\$240)	27		

Your subject and comps may not provide rooms below grade. You can select the Rooms button and then manually enter the values if you would like. You want to enter this first before you choose any adjustments. If you need to manually enter any data into the fields, you are able to but do so before choosing adjustments as well.

Rooms Below Grade	Rooms	<Blw Grd Rm>			\$0				Rooms		
-------------------	-------	--------------	--	--	-----	--	--	--	-------	--	--

In order to select the adjustment method values, you must select the green value for whichever method you want to use to apply the adjustments to all comps. If you look to the far left, you'll see what type of adjustment it is for such as site, GLA, age, etc. listed in green.

Site	11792 sf	<Site>			\$0	\$105,100	\$209,500	(\$46,923)	5227sf
------	----------	--------	--	--	-----	-----------	-----------	------------	--------

Once you select the value, the adjustment will apply in the right hand column of the comp. You can select as many adjustments methods as you would like but you do not

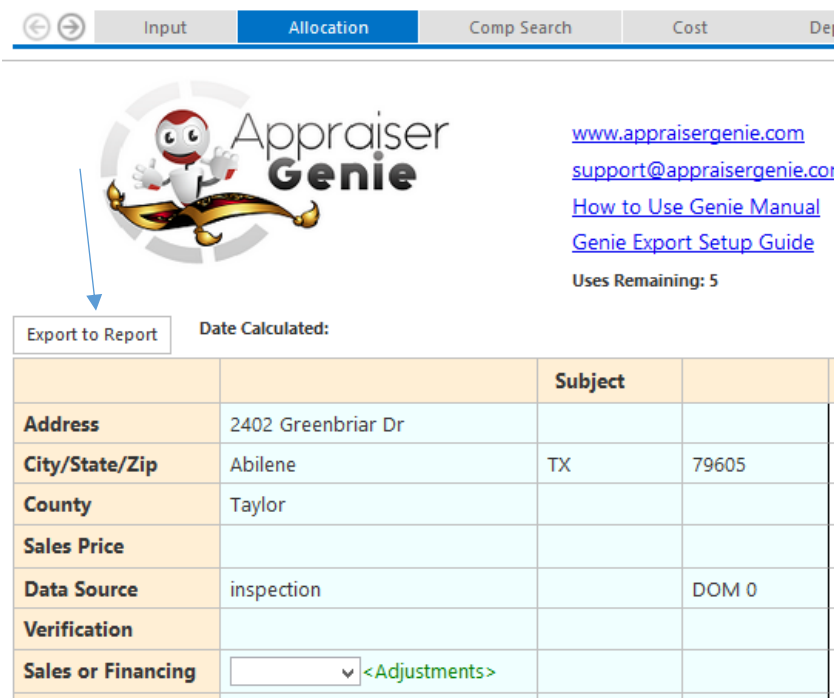
have to select all provided. * We recommend you make all your adjustments in the Genie in order for reconciliation to be correct for Land Value to be included in your report for regression. *

	<input checked="" type="checkbox"/> Sale #1		
1808 Ardmore St	#		
Las Vegas	NV	89104	
Distance = 911.9 miles			
Realtor		Tax	\$120,000
GLES MLS1555893		DOM 49	
Arms Lengt ▾			
FHA ▾			
Settled sale ▾			
c08/15			
s10/15			
Fee Simple ▾			
6098sf			(\$41,800)
1			

You'll also notice each comp has a checkbox above them. If you decide you do not want a comp to export to your report, you can deselect them and they will not be exported.

	<input checked="" type="checkbox"/> Sale #1			Genie Peer Db		<input checked="" type="checkbox"/> Sale #2		
1808 Ardmore St	#				1621 Eastwood Dr	#		
Las Vegas	NV	89104			Las Vegas	NV	89104	
Distance = 911.9 miles					Distance = 911.9 miles			
Realtor		Tax	\$120,000		Realtor		Tax	\$98,500
GLES MLS1555893		DOM 49			GLES MLS1510007		DOM 12	
Arms Lengt ▾					Arms Lengt ▾			

After you make your adjustments, you will select the Export to Report button.

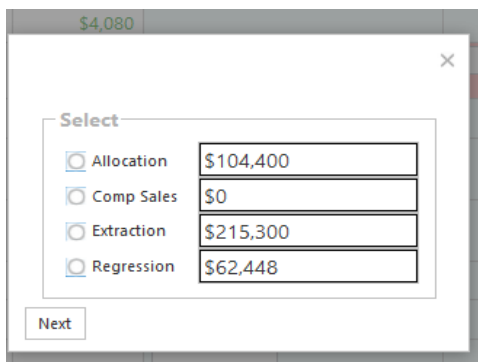


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Uses Remaining: 5

Export to Report Date Calculated:

		Subject	
Address	2402 Greenbriar Dr		
City/State/Zip	Abilene	TX	79605
County	Taylor		
Sales Price			
Data Source	inspection		DOM 0
Verification			
Sales or Financing	<input type="text"/> <Adjustments>		

You are then able to choose either allocation, comp sales, extraction, or regression for land value. Once you make your selection, hit the Next button. You will receive a dialog box that asks if your report exported correctly, either select yes or no. If you select no, the Genie will attempt to export the report again. Once you select yes, you are returned to the **Input** page to begin a new report.



Select

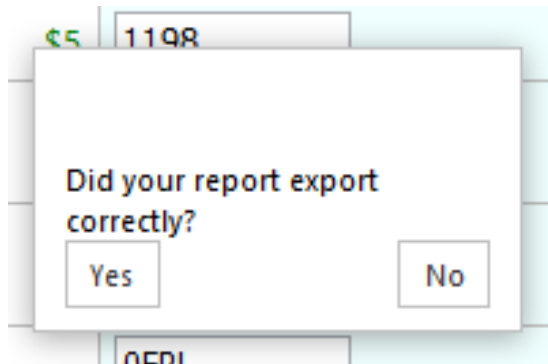
☐ Allocation \$104,400

☐ Comp Sales \$0

☐ Extraction \$215,300

☐ Regression \$62,448

Next



Did your report export correctly?

Yes No

If your report exports correctly, you will see Alamode's data import box with the information below. **If you have completed a sketch, the checkbox MUST be checked in order for the Genie to export to your report.** If you do not want to merge the data into your currently opened report, you can choose to make a new report with the first "Create new report" selection below. *This option will not fill out the currently opened report.*

