

AFW File Search- Importing AFW Multi-Line Elements

Overview

This document introduces you to Importing Multi-Line Elements in AFW File Search.

Import AFW Multi-Line Elements in AIM+

The **AFW File Search** feature gives you the ability to search for an AIM for Windows® (AFW) file and import its multi-line element (MLE) data into your AIM+ file. You can import the AFW data from either the **Documents** Data Entry Group within your AIM+ file or from the **AFW File Search** module (see below for more instruction).

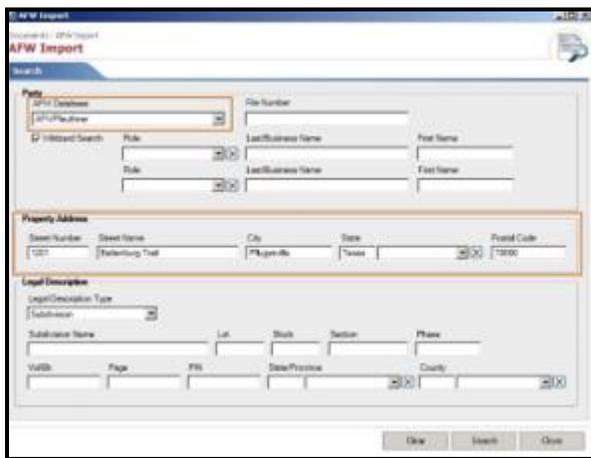
Note: Importing the AFW data will replace and overwrite any data previously entered in an AIM+ document placeholder the AFW data is set up to import into.

Import within the AIM+

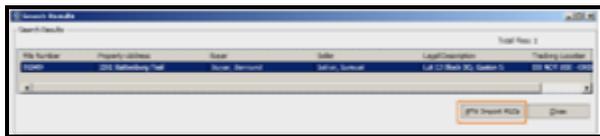
Steps

1. From the **Documents** Data Entry Group, click **AFW Import**.
2. From the **AFW File Search** screen, confirm the correct **AFW Database** is selected, enter specific criteria in the provided fields, and then click **Search**.

Note: The **Property Address** fields will default to the address of your AIM+ file, if entered. If searching by **PIN**, be sure to select the applicable **Legal Description Type** from the selection list.



3. From the **AFW Search Results** screen, select the AFW file you want to work with, and then click **AFW Import MLEs**.



4. An **AFW Import** message displays verifying that the import process is complete. When finished, click **OK**.

The AFW multi-line element data will now be imported into your AIM+ File. See the **Working with Imported AFW Data** section below for important information.

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Import from AFW File Search Module

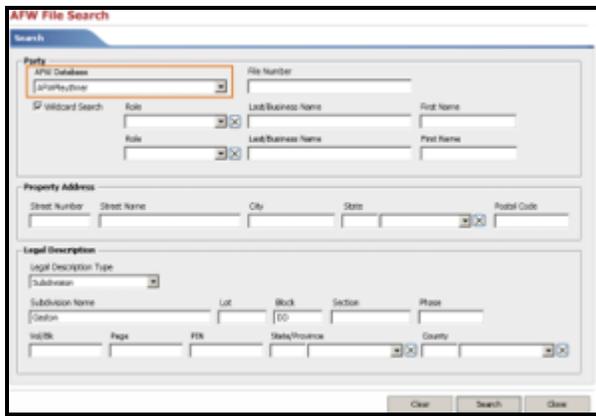
You can search for and import an AFW file's multi-line element data from the **AFW File Search** module. To perform the AFW MLE import from the **AFW File Search** module, follow the steps below.

Note: AIM+ will not import the AFW data if you have the AIM+ file that you are importing into open using this method.

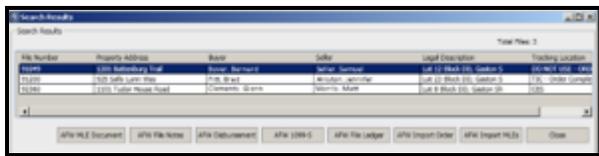
Steps

1. From the AIM+ menu bar, select **Module** and then **AFW File Search** or press **Ctrl + F11**.
2. From the **AFW File Search** screen, confirm the correct **AFW Database** is selected, enter specific search criteria in the provided fields, and then click **Search**.

Note: If searching by **PIN**, be sure to select the applicable **Legal Description Type** from the selection list.

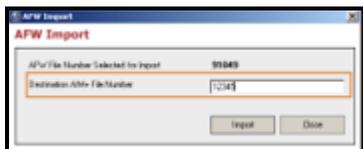


3. From the **AFW Search Results** screen, select the AFW file you want to work with and then click **AFW Import MLEs**.



File Number	Property Address	Block	Subd	Section	Legal Description	Property Location
1000	1000 Redwood Trail	Block 1000-01	Subd 1000-01	Section 1000-01	Lot 1000-01, Block 1000-01, Subd 1000-01	1000-01, Block 1000-01, Subd 1000-01
1001	1001 Redwood Trail	Block 1000-01	Subd 1000-01	Section 1000-01	Lot 1000-02, Block 1000-01, Subd 1000-01	1000-02, Block 1000-01, Subd 1000-01
1002	1002 Redwood Trail	Block 1000-01	Subd 1000-01	Section 1000-01	Lot 1000-03, Block 1000-01, Subd 1000-01	1000-03, Block 1000-01, Subd 1000-01

4. From the **AFW Import** pop-up, enter the AIM+ File number you wish to import the multi-line elements into in the **Destination AIM+ File Number** field and click **Import**.



5. A confirmation message displays stating the import process is complete. Click **OK** to continue.
6. Click **Close** to close out of the **AFW Search Results** screen.

The AFW multi-line element data will now be imported into your AIM+ File. See the **Working with Imported AFW Data** section below for important information.

AFW File Search- Importing AFW Multi-Line Elements

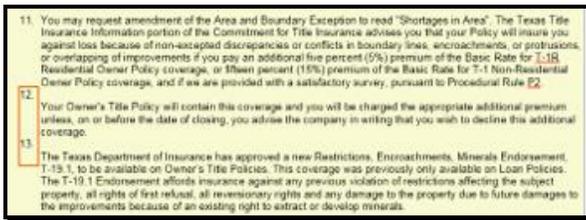
Working with Imported AFW Data

Imported AFW multi-line element data will either go to specific AIM+ document placeholders defined in your database setup or into the **AFW Multiline Data** document. It is a best practice open up both the **AFW Multiline Data** document and the document(s) you wish to work with in the Document Editor.

Data Imports into Specific AIM+ Placeholder

Your database may be setup to import the AFW data into specific AIM+ document placeholders. For example, your AFW multi-line elements Exceptions, Easements, Minerals, and Other Exceptions may all be mapped to the Exceptions placeholder in AIM+. In this instance, you will see the imported AFW data in the document placeholders when you open your AIM+ document.

Note: You may be required to edit your document to correct auto-numbering and spacing errors or to change the order the imported data displays.



Note: If an AFW multi-line element is not mapped to an AIM+ document placeholder, it will import into the **AFW Multiline Data** document (see the **Data Imports into the AFW Multiline Data Document** section below for more information).

Data Imports into the AFW Multiline Data Document

If an AFW multi-line element is not mapped to an AIM+ document placeholder, it will import into the **AFW Multiline Data** document. In this instance you will need to open up both the **AFW Multiline Data** document and the AIM+ document(s) you will need to work with in the Document Editor.

The AFW multi-line element data will be preceded with the name of the imported multi-line element. You can then copy the AFW data from the **AFW Multiline Data** document and paste it into the desired AIM+ document placeholder.

