



# AppraisalExpress™

APPRAISALWORLD™ APPRAISAL EXPRESS

Welcome Jorge Garcia

Main Menu

Updates ( 1 )		New Orders ( 2 )		Work in Progress ( 3 )		On Hold ( 0 )		Delivered ( 5 )	
Status	Order Date	Update Date	Requestor	Borrower	Property Address			Click Forms	
Accepted	10-03-2006	10-03-2006	B of A	Wilson, Jason	5332 Hollenback Ave, San Jose, CA			<a href="#">Export</a>	

## SINGLE USER GUIDE



*Sophisticated Software  
Made Simple*

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# APPRAISAL EXPRESS

## Single User

### Quick Start Guide

#### OVERVIEW

Appraisal Express is an on-line order management system designed to help you manage and keep track of your appraisal orders. Appraisal Express enables you to give your lenders instant status updates in real time, as they happen. Being a web-based service means you can access it anytime, anywhere you have an internet connection. This guide will help you to understand how to Set-Up and use this system.

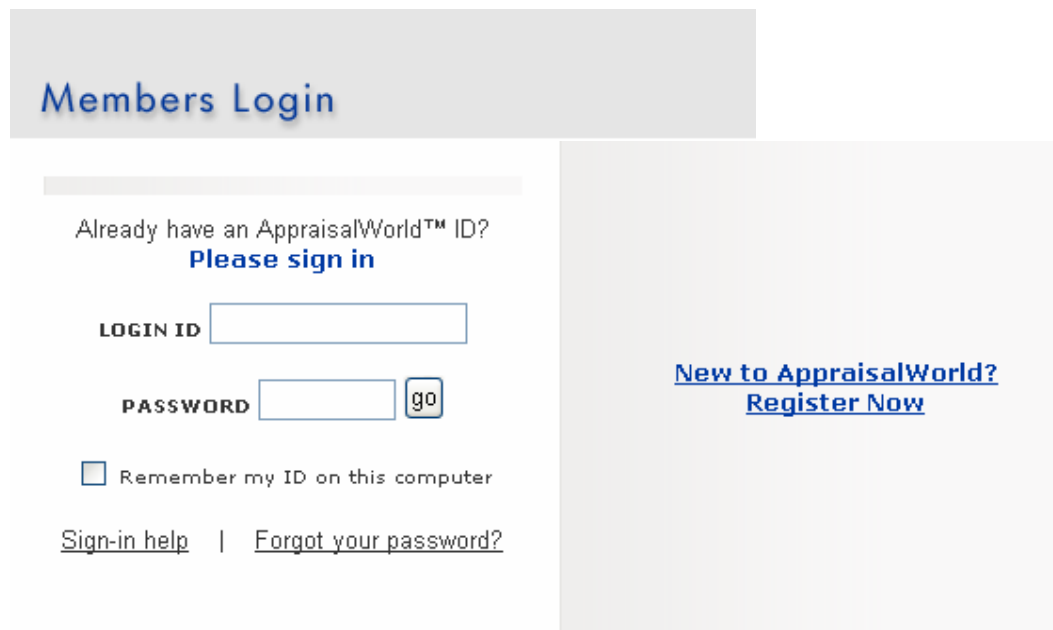
#### APPRAISAL EXPRESS MINIMUM SYSTEM REQUIREMENTS

- A computer running at least Microsoft Windows 2000
- Internet Explorer 6 or above
- DSL connection or better
- A membership account in Appraisal World

#### CREATE AN APPRAISALWORLD ACCOUNT

To begin using Appraisal Express, you must first register as an AppraisalWorld member. To register, please proceed with the following steps below. If you are already a member of the AppraisalWorld, please skip this process

1. Go to <http://www.appraisalworld.com>
2. Click on the MEMBER LOGIN tab.
3. Click on the "New to AppraisalWorld? Register Now" link – see image below.



## NEW MEMBER REGISTRATION

1. Select "I Provide Valuation Services" option

I Provide Valuation Services  
 I Order Valuation Services

2. Fill out the contact information. Please make sure to enter a valid email address.
3. Click on the **Submit** button.
4. Then create a User ID and password. This information will be emailed to you. Please keep this information in a safe place, for future reference.

## LOGIN TO APPRAISALWORLD

To access AppraisalExpress, login to AppraisalWorld. From the My Office page, click on the AppraisalExpress link.

**Note:** If this is your first time login in to Appraisal Express, you must call our Sales Department at 800-622-8727 to active your account.



## RECEIVING AN APPRAISAL ORDER

### 1. Receiving an Appraisal Order

An appraisal order can be submitted from your lender in multiple ways. Appraisal Express will allow you to manage the order, regardless of how it was submitted to you.

- From your lenders Appraisal Express account
- From your Web Homes website
- Fax/Phone call to your office

Logging in to Appraisal Express will notify you of any new orders that have been submitted.

NOTE: Any new updates stay in the New Updates tab for 24 hours.

### 2. Replying to the Order Request

If you received your order through your lenders Appraisal Express account, you will have these options:

- Accept – You accept the order
- Decline – You decline the order
- Conditionally Accept – You can type in your conditions in the designated text window.

NOTE: If the order comes from your web site you cannot decline it because the system does not know who submitted the order. By default, orders that come through your web site will be accepted. However, you may contact that lender to decline the order if necessary.

## THE APPRAISAL PROCESS (SINGLE-USER VERSION)

Once the order has been accepted, you'll be able to set the following statuses:

- Scheduled – Will open a window for the date you scheduled the inspection.
- Inspected – Sets the status that you inspected the property.
- Sent – Sets the status as completed. You can then browse for the file to upload to the lender.
- Delayed - When selecting the Delayed status, you must type in the reason for the delay in the designated text window

Keep in mind, that when you make any changes to the appraisal status, you need to select the Update Status button.

### ClickFORMS Integration

Appraisal Express allows the appraiser to download the order information into ClickFORMS; eliminating the need to retype this information to the report. This order can then be merged with an existing template or report.

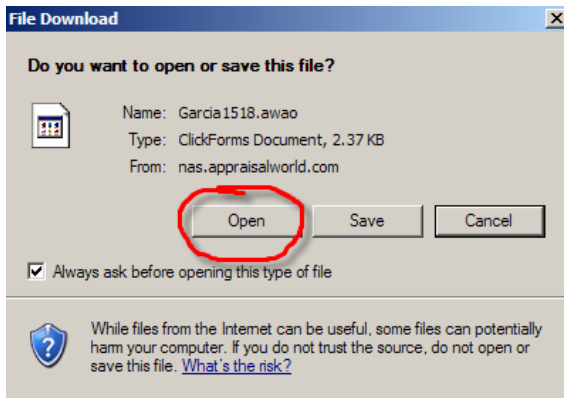
1. Click on the Export option on the far right of the order

Welcome Don Miller

#### Main Menu

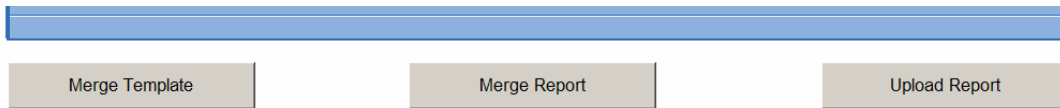
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- When asked to Open or Save the file, select Open



- This will automatically open the Appraisal World Order Form in ClickFORMS, filled out with the order details which can be merged into an existing template or report. At the bottom of that order form, you will find these buttons:

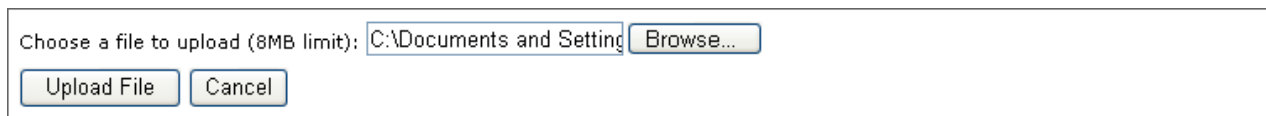
- Merge Template – Allows you to transfer the order details to an existing template.
- Merge Report – Allows you to transfer the order details to an existing report.
- Upload Report – Allows you to upload the completed report or invoice to Appraisal Express



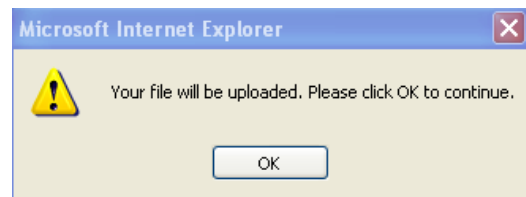
### Uploading a file to your lender

If your order was received through your lenders Appraisal Express account, you can upload the completed report to your lender through your Appraisal Express account.

- Once you set the status to sent, select the browse button and designated the file you need to upload.

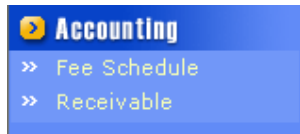


- Select the Upload File button. A window alerting you that your file is going to be uploaded will appear. Keep in mind that there is limited file size which is posted on the upload file screen.
- Hit OK, and you will then be alerted that the file has been successfully uploaded.



## ACCOUNTING

To set up the accounting portion of Appraisal Express, you will need to login to AppraisalWorld, and then go to the accounting section.



### Fee Schedule

To set up the Fee Schedule, click on the Fee Schedule link and make any modifications to the list of services, including adding and removing services you may or may not need.

#### Accounting Settings

Job Description	Fee	Remove
Appraisal Update	150	<input type="checkbox"/>
Commercial Appraisal	300	<input type="checkbox"/>
Completion Certificate	175	<input type="checkbox"/>
Desktop Review	200	<input type="checkbox"/>
Exterior Inspection	199	<input type="checkbox"/>
Field Review	250	<input type="checkbox"/>
Income Property Appraisal		<input type="checkbox"/>
Inspection		<input type="checkbox"/>
Other		<input type="checkbox"/>
Rent Survey		<input type="checkbox"/>
Residential Appraisal		<input type="checkbox"/>
Add New Service		
Add New Fee	0	

To add a new service, type in the name of the service and fee at the bottom of the list and then click on save.

Add New Service

Add New Fee

### Receivables

Appraisal Express allows you to manage your receivables, allowing you to keep track who has paid you and who has not.

#### Receivable

Due  Paid  All Orders

Select Client:

From:

To:

Date Completed	Order Status	Client Name	Property Address	Service Type	Service Fee	Amount Collected	Discount	Balance Owed	Paid
10-02-2006	Paid	Microsoft Lending	123 Fourth St, San Jose, CA	undefined type	0.00	0.00	0.00	0.00	<input type="checkbox"/>
10-02-2006	Paid	Microsoft Lending	1030 E El Camino Real, Sunnyvale, CA	undefined type	0.00	500.00	0.00	0.00	<input type="checkbox"/>
10-02-2006	Paid	Microsoft Lending	1st Church St, Rainyvale, CA	undefined type	0.00	500.00	0.00	0.00	<input type="checkbox"/>

To view your Accounts Receivable as an Excel spreadsheet, click on the Display Excel Report, and select to open or run.

Once you have made all modifications to either section, Click on post payments to update the accounting status.

## Appraisal Express FAQ's

### 1. How can I receive an order?

Orders are received through Appraisal Express, your website, or by filling out the internal order form.

### 2. What are the System Requirements?

- A computer running at least Microsoft Windows 98 SE
- Internet Explorer 6 or above
- DSL connection or better
- A membership account in Appraisal World

### 3. How much does it cost? What do I have to buy?

If you are a Lender or Requester, membership is free. For the Single User Version, the cost is \$499.00. The Multi User version, including a Manager and 5 users is \$999.00, and \$249.00 for each additional user. This is a yearly subscription fee which includes an AppraisalWorld WebHomes website and a listing in the Appraisal Directory, for 3 counties.

### 4. Can I use this if I have a dial- up Internet connection?

We highly recommend a high- speed connection, such as DSL or Cable, due to the possible size of the reports being transferred.

### 5. How can I set up my Lenders?

There are two ways to address this. 1) You can send the Lender the AppraisalWorld Link [www.appraisalworld.com](http://www.appraisalworld.com) and have them create their own login. 2) You can go to the AppraisalWorld and create a login for them, which when finished, will email your Client their login information.

### 6. What's the right Appraisal Express version for me? What's the Difference?

That depends on your requirements. If you are going to be the only User, then you would select the Single User Option. If you have Appraisers working for you, the Multi-User version would be your selection.

### 7. Do I need to have an AppraisalWorld WebHomes website?

No, you do not need to have an AppraisalWorld WebHomes website to use Appraisal Express.

### 8. How can I customize the order form?

The order form in Appraisal Express and the order form that is found in Appraisal World WebHomes are standard order forms that cannot be modified at this time.

### 9. What are my Technical Support options?

As with all Bradford Technologies services, you will receive 30 days of unlimited phone and email support. After 30 days, if you are a member of our Live Support package, you will continue to have unlimited phone and email support. Otherwise, you are entitled to unlimited email support. To purchase Live Support, please contact your Account Manager at 800-622-8727.

### 10. Can my lender track their appraisal status from an order placed on my AppraisalWorld WebHomes website?

No. If a lender places an order via your WebHomes website, you will receive an email notification that you have an order. Then, you can manage the process through Appraisal Express; however, the lender will not see the status. If your lender wants to track the status, they must place the order through Appraisal Express.

### 11. What's the maximum file size that I can upload?

Single: The maximum file size you can upload is 8 MB.  
Multi: The maximum file size you can upload is 8 MB.

### 12. How will I know when an order is updated?

Each time you log into the Appraisal Express system, the status is automatically refreshed. At any time, you can click on the "Get Updates" link. Also, if you have chosen to, you will receive email notification of a status change.