



Appraiser Manual

Copyright Information

All rights reserved. No part of this publication may be reproduced, transmitted, stored in a retrieval system or translated into any language in a form by any means without the written permissions of the publisher.

Table of Contents

Copyright Information.....	2
Table of Contents.....	3
System Requirements.....	4
Logging Into the eTrac Appraiser System.....	5
What You Will Need	5
How to Log In.....	5
Viewing Open Orders.....	6
Editing the Status of an Order.....	7
Downloading Order Data to Appraisal Forms software	10
Viewing Completed Orders	13
Viewing Canceled Orders	13
Viewing All Orders	14
Searching Orders.....	17
Reports	18
Changing Your Appraiser Profile.....	19
Sending Office E-mail	20
Help	20
Reviewing Your Inspection Schedule.....	21
Logging Out	21

System Requirements

Computer/Processor	Computer with a 486/66-megahertz (MHz) processor or higher (Pentium processor recommended)
Operating System	Windows 98, Windows Me, Windows NT 4.0 with Service Pack 6a (SP6a), Windows 2000 or Windows XP
Browser	Internet Explorer 5.5 or Higher / AOL 8 or Higher with cookies enabled
RAM / Hard Disk	<p>Memory and hard disk requirements depend on the operating system used</p> <p>Windows 95: 16 MB of RAM minimum Full install size: 11.5 MB</p> <p>Windows 98: 16 MB of RAM minimum Full install size: 11.5 MB</p> <p>Windows 98 Second Edition: 16 MB of RAM minimum Full install size: 12.4 MB</p> <p>Windows NT 4.0 with SP6a and higher: 32 MB of RAM minimum Full install size: 12.7 MB</p> <p>Windows 2000: 32 MB of RAM minimum Full install size: 12 MB</p> <p>Windows Me Edition: 32 MB of RAM minimum Full install size: 8.7 MB</p> <p>Windows XP: 32 MB of RAM minimum Full install size: 12 MB</p>
Display	<p>Super VGA (800 × 600) or higher-resolution monitor with 256 colors</p> <p>* Super VGA (1024 x 768) strongly recommended</p>
Peripherals	Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device
Internet Access	56k modem with Dial-up connection, or High speed Internet Access (Cable, DSL, or xDSL, ISDN, Frame relay, T1, T2, T3, T4) strongly recommended

Logging Into the eTrac Appraiser System

What You Will Need

In order to log into eTrac, you must have the *URL link* that was sent to you via e-mail by the appraisal company, along with the associated *Username* and *Password*.

Once you are logged in, eTrac will allow you to view, track, and update all of your orders.

How to Log In

To log in to eTrac, do the following:

1. Open your web browser and type the URL link into the address bar.

Note: In order to use eTrac, you must have cookies enabled in your browser and have AOL 5.0, or Internet Explorer 5.0 or greater.

2. Press ENTER to connect with the login page.
3. Type the Username and Password that you received (via email) in the text boxes provided and then click the **Log in** button.

*Note: If you forgot your username and/or password, click the **Click here** link next to the "Forgot your password?" prompt. Enter your email address in the field provided and click the **Send Info** button. Your login information will automatically be sent to you via email.*

Appraiser Login

Please login to update the status of your orders.

In order to use this product you must have cookies enabled in your browser and have Aol 5.0, or Internet Explorer 5.0 or greater.

Username

Password

 Forgot your password? [Click here.](#)

The Appraiser Login Page

After successfully logging in, a Welcome page displays.

- At the Welcome page, click the **Appraiser Menu** link to enter the program.

Open Orders
40 records found

Sorted by:

Ascending Descending

File #	Loan #	Borrower	Address	Client	Date Due	Status	Inspection Scheduled
00-4469	0123	Homeowner Name	Address - City, NJ 07000	eTrac Demo Mortgage Company NJ	12/31/2006	On Hold	
0000-1	00741	Jason Silverman	21 Van Street - Spring Valley, NY 10077	eTrac Demo Mortgage Company NJ	12/31/2006	Scheduled	1/25/2006
0000-4	00654	Tammi Abbott	12 Adams Street - Oksmoke, OK 08000	Carls Mortgage Company	12/31/2006	Assigned	
0000-44	0123	Borrower Name	Property Address - City, PA 08880	eTrac Demo Mortgage Company NJ	12/31/2005	Left Msg	
0000-6	00138	Fran Kukla	37 Morris Road - Spring Valley, NY 10001	eTrac Demo Mortgage Company PA	12/31/2005	On Hold	
0000-7	00648	Borrower Name	Property Address - City, NY 10000	eTrac Onetimer Lending	1/16/2004	On Hold	

eTrac's main Appraiser Menu page

Viewing New Orders

Use the following procedure to view appraisal orders that have been assigned. (*Only orders with the status showing as assigned will appear in **List All New***)

- Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
- From the Main menu, click the **List All New** button. This opens the All New Orders page.

New Orders
16 records found

Sorted by:

Ascending Descending

File #	Loan #	Borrower	Address	Client	Date Due	Status	Inspection Scheduled
412327	0012-04	John Homeowner	5863 Military Road - Lynn, MA 01905	eTrac Demo Mortgage Company NJ	12/31/2005	Assigned	2/3/2006
412335	111	mike	1 Flyers road - Philadelphia, p	eTrac Demo Mortgage Company PA	3/2/2006	Assigned	
412121		James Brown	111 main st - Brooklyn, NY 19081	Central Mortgage		Assigned	

Viewing Open Orders

Use the following procedure to view appraisal orders that have not been completed yet.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu, click the **List All Open** button. This opens the All Open Orders page.

Open Orders
40 records found

Sorted by:

Ascending Descending

File #	Loan #	Borrower	Address	Client	Date Due	Status	Inspection Scheduled
00-4469	0123	Homeowner Name	Address - City, NJ 07000	eTrac Demo Mortgage Company NJ	12/31/2006	On Hold	
0000-1	00741	Jason Silverman	21 Van Street - Spring Valley, NY 10077	eTrac Demo Mortgage Company NJ	12/31/2006	Scheduled	1/25/2006
0000-4	00654	Tammi Abbott	12 Adams Street - Oksmoke, OK 08000	Carls Mortgage Company	12/31/2006	Assigned	
0000-44	0123	Borrower Name	Property Address - City, PA 08880	eTrac Demo Mortgage Company NJ	12/31/2005	Left Msg	
0000-6	00138	Fran Kukla	37 Morris Road - Spring Valley, NY 10001	eTrac Demo Mortgage Company PA	12/31/2005	On Hold	
0000-7	00648	Borrower Name	Property Address - City, NY 10000	eTrac Onetimer Lending	1/16/2004	On Hold	

The All Open Orders page

Note: You may need to scroll down the page in order to view all of the orders listed.

Editing the Status of an Order

Use the following procedure to edit the status of an open order.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu, click the **List All Open** button. This opens the All Open Orders page.
3. Under the **File Number** column, locate the order you want to edit and click the file number link.


File Number	Loan #	Borrower	Address	Client	Date Due	Status
69		Amy	1213 - hghgh, PA 19064	Leonard Tillery ESQ.		Assigned
66		Borrower name	111 Property Address - highstown, PA 19064	Leonard Tillery ESQ.		Assigned
1206		sss	sss - ss, PA ss	Leonard Tillery ESQ.		Unassigned
0045		Borrower name	111 Property Address - Springfield, PA 19064	Free Money Bank		Assigned
0044		Joe Borrower	123 - Springfield, PA 19064	Free Money Bank		Assigned
0043		Vlad	491 - Swarthmore, PA 19081	Free Money Bank		Assigned

Click the File Number link to edit that order.

The Order Form page displays.

4. Scroll down the page until you can view the **Status Info** section.

Status Info

Appraisal Status	Assigned	
Current Status	Assigned	
Enter New Status	<ul style="list-style-type: none"> Assigned Being Typed Completed Declined by Appraiser In Progress In Review Inspected Left Msg No Answer On Hold Received By Appraiser Refer To Comments Reviewed Scheduled Unassigned Waiting for Acceptance 	
Status History		
Date		User
1/19/2005 12:01:57 PM		carl
Office Notes		
Estimated Delivery		
Inspection Scheduled:		
Appraised Value		


Last updated on: 1/3/2006 11:42:00 AM

The Status Info section of the Order Form

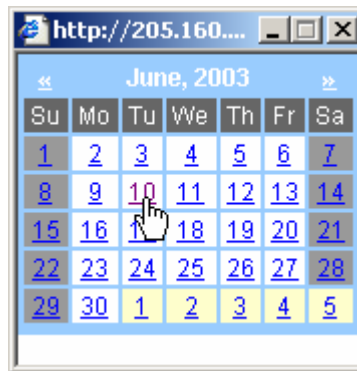
5. Click the **Appraisal Status** list and choose one of the status options, as described below. There are sixteen different status options:

- Assigned** Appraisal has been assigned to an appraiser. The first time you attempt to edit an order the status will be set to **Assigned**.
- Being Typed** Appraisal is being written.
- Completed** Appraisal is completed. *(This option must be enabled by your office.)*
- Declined by Appraiser** Appraiser decides that they do not want to do the appraisal.

In Progress	Appraisal is being written-up. (Many companies do not use In Progress, check with your appraisal company before selecting In Progress)
In Review	Appraisal is completed and sent to the office for review.
Inspected	Appraisal inspection is complete.
Left Msg	Have left a message with the client.
No Answer	Unable to contact the client.
On Hold	Appraisal is on hold by request of the client.
Received by Appraiser	The appraisal is received by the appraiser.
Refer to Comments	This is a special note or instruction that should be noted.
Reviewed	Appraisal information has been reviewed.
Scheduled	Appraisal has been scheduled for inspection.
Unassigned	This appraisal has not been assigned yet.
Waiting for Acceptance	If the appraiser's access level is set to review you will get this status to approve the pending updated status that the appraiser has requested.

- In the **Current Status** field, enter any comments or information (if necessary) to support the appraisal status. For example, if you changed the status to **Left Msg**, you might use this field to enter the phone number you called, the date and time of day, and the message you left.
- If an appointment is rescheduled, then you must change the date and time in the **Inspection Scheduled** field. To specify a new date, click the calendar button  and select a new date from the calendar box.

- The current month displays at the top of the box
- To select a date in the current month, click that number to fill the date in the form field.
- Use the << and >> buttons on either side of the month to scroll backwards/forwards (respectively) to other months



You can also change the date manually, but it must be in the format MM/DD/YYYY.
For example: 01/13/2002

- Use the **Estimated Delivery** field to indicate the estimated date that you will be able to send the appraisal to the office for review.

NOTE: Many offices do not require using the **Estimated Delivery** field. Check with your appraisal office before using *Estimated Delivery*.

- If the appraised value of the property has changed, indicate this in the **Appraised Value** field. Use numbers only in this field... no symbols or punctuation.
For example: If the amount is \$248,000, enter 248000
- After completing the changes to the order, click the **Update Status** button. (The actual button name will depend on how eTrac has been configured for your office.)

You are returned to the All Open Orders page.

Downloading Order Data to Appraisal Forms software

eTrac allows you to easily download your order data into your appraisal forms software. The data transfer typically includes the file number, borrower, property address, client, and client address. This feature will eliminate re-keying of data and save time. This feature requires ACI forms 8.5.2 or higher or AI Ready download compatible forms software.

Use this procedure to download orders.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.

From the Main menu, click the **View Open** button. The View Open Appraisal Orders page opens, listing all currently open order.

File Number	Client	Borrower	Address	Appraiser	Due Date	Status
0000	eTrac Mortgage - NJ Office	Borrower name	10 Property Address - Ctiy, NJ 09000	Carl	4/4/2004	In Progress
0008	eTrac Mortgage - PA Office	Fred Novak and Judy Gibson	111 Property Address - Brooklyn, MD 08629	Kevin		Assigned
00123	Approved Bank	Robert Waldeck	1 Main Street - Malibu, NJ 99999	John		In Review
0021356	Mortgage Company	Hank Mase	233 Joesph Ave - Rockville, MD 08629	Reviewer		Scheduled
0030	Carteret Mortgage Corp	Borrower Name	Property Address - City, NJ 19064	Reviewer		Scheduled
009856	Carteret Mortgage Corp	Fred Novak	Property Address - City, MD 08629	John		No Answer
040904	Approved Bank	fssafsadsadf	afdsadsafsaf - asdfsadsadfsafsaf, NJ dsfsd	Carmen		Assigned
10000	Mortgage Company	Greg Jean Soral	4605 Tempest Road - Fort Myers, FL 90001	Carl		In Progress
12112	Carteret Mortgage Corp	Aime Miller	1126 7th ave - swarthmore, NJ 12121	Reviewer		Scheduled
23030077	eTrac Mortgage - NJ Office	Charles Abrams	67504 Gallagher Boulevard - Port Charlotte, CA 90001	Carl		Assigned

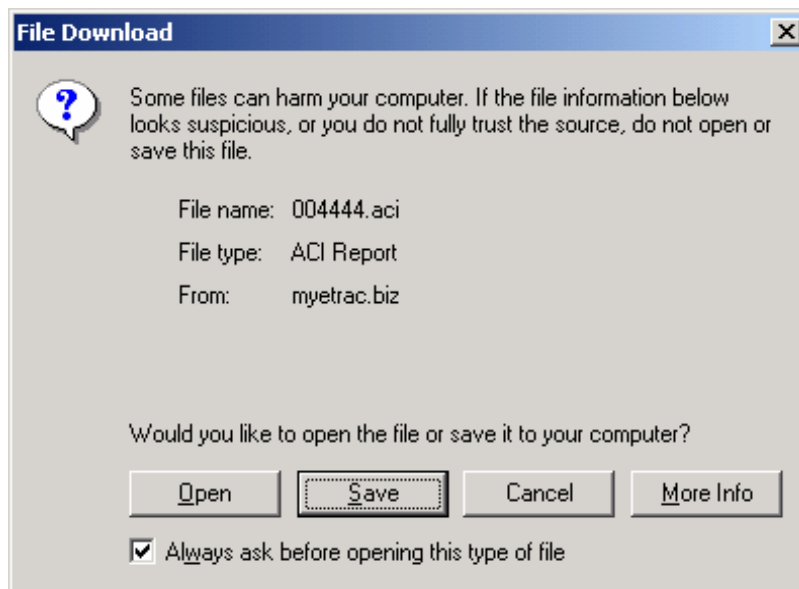
The View Open Appraisal Orders page

2. Click the **File Number** link to view the detailed order information.
3. Scroll to the bottom of the page and click the download button. (This can be ACI or AI Ready depending on your configuration.)

Supervisor		Supervisor Fee	\$0.00
Reviewer		Reviewer Fee	\$0.00
		Balance	\$387.50
		Check No.	
Date Needed	4/14/2004	Date Paid	Not Paid
Notes/Special Instructions	Appraisal must be complete with-in 24 hours of inspection date.		
Status Info			
Appraisal Status	Left Msg		
Current Status			
Status History			
Date	Status	Message	User
2/1/2004 2:56:43 PM	Left Msg	left message for Jack at home to schedule inspection date/time	carl Delete
2/1/2004 2:55:48 PM	Assigned	Received and Assigned	carl Delete
Inspection Scheduled	Date 2/3/2004	Time 4:00pm	
Office Notes	Contact will give appraiser check before inspection		
Estimated Delivery	2/4/2004		
Status Last Updated	4/22/2004 10:38:00 AM	Processed By	
<input type="button" value="Print Order"/>			
<input type="button" value="Download ACI"/>			

The bottom portion of the View Open Appraisal Orders page

- The File Download dialog box displays if ACI or a compatible AI-ready (*Day One, Bradford, Software for Real Estate Professionals, Alamode, and United Systems*) forms package is installed.



The File Download dialog box

- Click **Open** to download the forms data unless you are using ACI then you must click **Save** and choose your reports folder to store the file. ACI users can then click **Open** after download.

Open Order: 004444[1].aci

Filenumber: 004444

Job Type:

Property Type: SFR

Form Type:

Address: 258 Silverman Rd

City: Hollywood

State: CA Zip: 09000

Client Name: eTrac Mortgage - NJ Office

Client 2 Name:

New Clone Cancel

Opening the download file

- Click **New** or **Clone** to transfer the data into the file.

ACI Report - [C:\Documents and Settings\Administrator\Local Settings\Temporary Internet Files\Content.IE5\4DMRS5IN\004444[1].aci]

File No: 004444

Property Address: 258 Silverman Rd City: Hollywood State: CA Zip Code: 09000

Legal Description: (blank) County: (blank) Special Assessments: \$ (blank)

Borrower: Jason Biggs Current Owner Occupant: Owner Tenant Vacant

Property rights appraised: Fee Simple Leasehold Project Type: PUD Condominium (HUDVA only) HOAS: (blank) IMo: (blank)

Sale Price: \$ 800,000 Date of Sale: (blank) Description and \$ amount of loan charges/concessions to be paid by seller: (blank)

Location: Urban Suburban Rural Predominant occupancy: Owner Tenant Vacant

Present land use: One family In process Not likely Likely

Market conditions in the subject neighborhood (including support for the above conclusions related to the trend of property values, demand/supply, and marketing time -- such as data on competitive properties for sale in the neighborhood, description of the prevalence of sales and financing concessions, etc.):

Page 1 of 3

Transferring the download file to the ACI Report

Viewing Completed Orders

Use the following procedure to view appraisal orders that have been completed.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu, click the **Completed Orders** button. This opens the All Completed Orders page.

All Completed Orders					
Showing records 1 to 50 of 128					
File Number	Loan #	Borrower	Address	Client	Completed
0000	000120	Borrower name	10 Property Address - Ctiy, NJ 09000	eTrac Mortgage - NJ Office	4/26/2004
23030519		Carlton Young	76760 Brinson Ave Unit 764 - Port Charlotte, CA 90001	eTrac Mortgage - NJ Office	4/16/2004
3110074	4444	Chuck Jones	123 Smith Street - Smthville, NJ 09000	eTrac Mortgage - NJ Office	3/5/2004
23030369		Kenneth & Donna Langford	4630 6st Avenue NW - Naples, CA 90001	Approved Bank	1/6/2004
N Branch 044		Skip Wilsen	111 Main Street - Santa Monica, CA 08629	eTrac Mortgage - NJ Office	10/13/2003 9:00:00 PM
NJ00123	0044669	Carl Stuono	144 North Beverwyck Rd - Lake Hiawatha, NJ 07034	eTrac Mortgage - NJ Office	9/16/2003 9:00:00 PM

The All Completed Orders page

NOTE: You may need to scroll down the page to view all of the orders listed.

Viewing Canceled Orders

Use the following procedure to view only those appraisal orders that have been cancelled.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu, click the **Cancelled Orders** button. This opens the All Completed Orders page.

All Cancelled Orders					
Showing records 1 to 9 of 9					
File Number	Loan #	Borrower	Address	Client	Cancelled
23030304		Jesus & Margarita Medina	76630 Bridgeport Lane - Bonita Springs, CA 90001	Sherwood Mortgage	4/15/2004 12:50:00 AM
23030478		Angela Menendez	4646 Hamlin Rd. E - Ft. Myers, CA 90001	eTrac Mortgage - NJ Office	4/15/2004 12:50:00 AM
10000	010025	Greg Jean Soral	4605 Tempest Road - Fort Myers, FL 90001	Mortgage Company	4/15/2004 12:49:00 AM
eTrac	4587	eTrac	144 North Beverwyck Rd - Lake Hiawatha, NJ 07082	eTrac Mortgage - NJ Office	11/10/2003 10:42:00 AM

The All Cancelled Orders page

NOTE: You may need to scroll down the page to view all of the cancelled orders in the list.

Viewing All Orders

Use the following procedure to view all orders, regardless of their status.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu, click the **All Orders** button. This opens the All Completed Orders page.

All Orders						
Showing records 1 to 25 of 146						
File Number	Loan #	Borrower	Address	Client	Date Due	Status
testorder		Borrower name	111 Property Address - test, NJ zip	eTrac Mortgage - NJ Office		Completed
23040775		Steven See	6656 Magnolia Ln - Ft. Myers, CA 90001	Third Community Mortgage	9/5/2003	On Hold
0000	000120	Borrower name	10 Property Address - Ctiy, NJ 09000	eTrac Mortgage - NJ Office	4/4/2004	Completed

The All Orders page

NOTE: You may need to scroll down the page to view all of the orders listed.

Calendar

The Calendar allows the appraisal office to keep track of the scheduled appraisals and appraisals due. It also helps the appraiser organize and remember his/her scheduled appraisals.

Use the following procedure to view the calendar.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu, click the **Calendar** button. This opens the shared calendar.

You have the option to export all your scheduled appraisals to Microsoft Outlook by clicking export.

The calendar is also an option that needs to be activated for your view by the appraisal office.

See the following page to view the calendar.

[Export](#)

[FullYear](#)
[Year](#)
[MultiMonths](#)
[Month](#)
[Week](#)
[WorkWeek](#)
[OutlookWeek](#)
[ResourceDay](#)
[Day](#)
[GridDay](#)
[Timeline](#)

< March, 2006 >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	Mar 1	2 Appraisal due: mike 1 Flyers road View Edit	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 <small>Change to 3/22/2006 12:00:00 AM mode.</small>	31	Apr 1

[FullYear](#)
[Year](#)
[MultiMonths](#)
[Month](#)
[Week](#)
[WorkWeek](#)
[OutlookWeek](#)
[ResourceDay](#)
[Day](#)
[GridDay](#)
[Timeline](#)

My Messages

My Messages allows you to send messages between you, the office, and other appraiser users.

Use the following procedure to view “**My Messages**”.

1. Click the **Main** tab at the top of the page. The Main menu displays along the left edge of the page.
2. From the Main menu click the **My Messages** button. This opens your messages page.

e-Trac
A Division of Global DMS, LLC

Main Search Reports Setup Help Tools Log-Out

List All New
List All Open
Completed Orders
Cancelled Orders
All Orders
Calendar
My Messages

Show My Messages

My Messages

Unread Messages

From	Subject	Message	DateSent
eTrac Demo	RE: Big Dog	I recommend bringin a big piec...	11/3/2005 5:40:29 PM

3. After clicking the **My Messages** button it will automatically open up to your unread messages.

- List All New
- List All Open
- Completed Orders
- Cancelled Orders
- All Orders
- Calendar
- My Messages

My Messages

Unread Messages		
Unread Messages	Message	DateSent
All Messages in past 2 weeks		
All Messages in past 90 days	log	I recommend bringin a big piec...
Sent Messages		11/3/2005 5:40:29 PM

4. If you would like to view any previously received messages click the dropdown like shown above. You will also be able to view a log of your sent messages as well.
5. To send a message click **Tools** at the top of the page. The tools menu displays along the left edge of the page.
6. From the tools menu click the **Leave Message** button.

The following screen will appear in a new window.

Leave a Message

To:	Select a Staff User <input type="button" value="v"/> or Select an Appraiser User <input type="button" value="v"/>	
Subject:	<input type="text"/>	*
Message:	<input type="text"/>	*
	<input type="checkbox"/> Urgent	
	<input type="button" value="Send"/> Fields marked with an * are required	

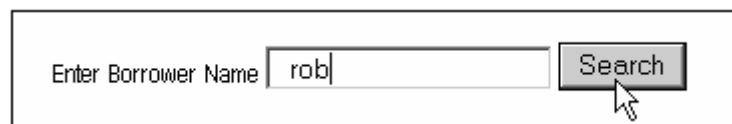
Searching Orders

eTrac includes a flexible search utility so you can locate orders by file number, address, borrower, and loan number.

1. Click the **Search** tab at the top of the page. The Search menu displays along the left edge of the page.
2. From the Search menu, select the type of search you want to perform and click the appropriate button.

- File Search** Enter the exact file number you are looking for in the **Enter File Number** text box and click the **Search** button. File searches will only find results that exactly match your search criteria. For example, searching on "12" will NOT return file #112.
- Address Search** Enter all or part of the address you are searching for in the **Enter Property Address** text box and click the **Search** button.
- Borrower Search** Enter all or part of the borrower's name that you are searching for in the **Enter Borrower Name** text box and click the **Search** button.
- Loan Search** Enter the exact loan number you are looking for in the **Enter File Loan #** text box and click the **Search** button. Loan searches will only find results that exactly match your search criteria. For example: Searching for "10" will NOT return loan #1102.

Note: Searches can be as general or specific as you want, and they are NOT case sensitive. For example, if you are searching for a borrower and enter "rob" as your search word, it will find any borrower whose name includes those letters, such as Robbie, Roberts, and Jarobski.



Enter Borrower Name

Searches are not case sensitive and can be as general or specific as you want.

After you click the Search button, any files that match your search criteria are listed. The top line of the report shows you how many results were found.

File Number	Loan #	Borrower	Address	Status
0000	000120	Borrower name	10 Property Address - Ctiy, NJ 09000	Completed

Search results

Reports

eTrac's reporting feature enables you to instantly view a report of your open receivables or your paid receivables.

1. Click the **Reports** tab at the top of the page. The Reports menu displays along the left edge of the page.
2. From the Reports menu, select the type of report you want to view and click the appropriate button.

Receivables Open The receivables open report lists all reports that have been billed to the client and have not been paid to the appraiser.

Receivables Paid The receivables paid report lists all reports that have been paid to the appraiser within the last 60 days.

The report displays the requested information.

Open Accounts Receivables

There are 14 appraisals due to be paid to Carl .

Total current receivables = \$2,755.00

File #	Borrower	Address	Product	Completed	Invoiced	Fee
23030280	Ian Matheson	3466 Pointe Creek Court - Bonita Springs, CA 90001	URAR	3/31/2004		\$95.00
23030287	Nancy Moss	6466 SE 64th Place - Cape Coral, CA 90001	URAR	3/23/2004		\$195.00
23030288	Burt Lancaster	7367 Wellington Avenue - Alva, CA 90001	URAR	3/23/2004		\$110.00
23030295	Douglas Aldridge	876 Limpkin Road - Naples, CA 90001	URAR	3/5/2004		\$165.00

Example of a 'Receivables Open' Report

Changing Your Appraiser Profile

If necessary, you can update any aspect of your profile information except for your name. This allows you to make changes to your contact information, license information, and coverage area. Use the following procedure to edit your profile.

1. Click the **Setup** tab at the top of the page. The Setup menu displays along the left edge of the page.
2. From the Setup menu, click the **My Profile** button. The Update My Profile page opens, displaying all of your appraiser information.

Update MyProfile

Appraiser Name Carl

Appraiser E-Mail

Appraiser Office #

Appraiser Cell #

Appraiser Home #

Appraiser Fax #

Appraiser Address

Appraiser City

Appraiser State

Appraiser Zip

License 1 Expiration:

License 2 Expiration:

License 3 Expiration:

Coverage Area

The Update My Profile page

3. Make the desired changes to the information in your profile. (You are not allowed to change your name.)
4. Click the **Update My Profile** button at the bottom of the page. A message displays to notify you that your profile has been updated.

Sending Office E-mail

eTrac makes it convenient to send email messages back to your appraisal office.

NOTE: Depending on your access level you may or may not be able to see the E-mail Log Icon or the E-mail Client Icon.

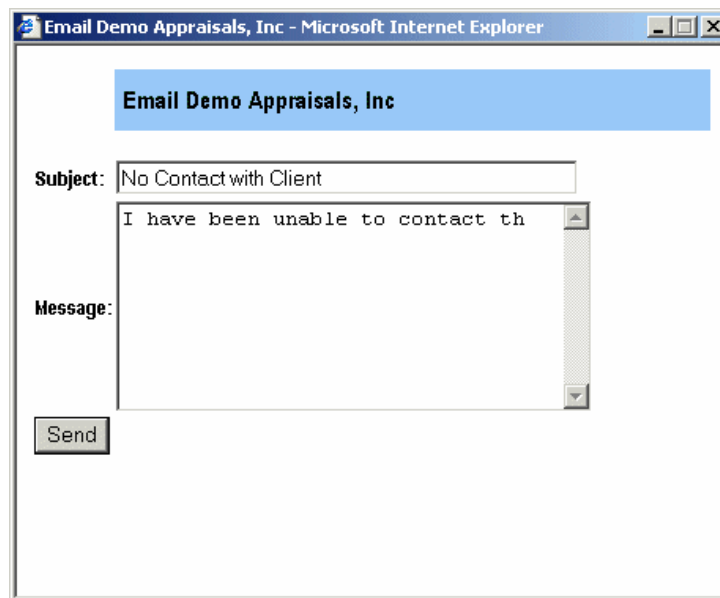
This will allow you to send any questions or comments to the appraisal office.



This will allow you to see any emails that you have send to the office or to the appraiser.



This will allow you to send any questions or comments to the client. (You will only see this option if your office has it configured so that you can email the client.)



Click the **E-mail Office** or **Email Client** icon to launch the Email form window

NOTE: The email icon disappears as soon as you make a menu selection from the left side of the page. It reappears when you click a tab at the top of the page.

Help

You can access eTrac online help information by clicking the **Help** button at the top of the page. The help feature is context sensitive, meaning that it will provide help information about the menu or page you are currently viewing. For example, if you click the **Reports** tab and then on the **Help** button, the help system will display information about the Reports page.

Reviewing Your Inspections Scheduled

eTrac makes it easy for appraisers to review their current inspections scheduled.

1. Click the **Tools** tab at the top of the page. The Tools menu displays along the left edge of the page.
2. From the Tools menu, click the **My Schedule** button.

A separate browser window opens, displaying all of the inspections that have the status "Scheduled".

Bobby Brown's Inspection Schedule as of 4/9/2003 1:56:28 PM			
There are 1 inspections scheduled.			
File Number	Borrower	Address	Inspection Time
4/16/2003			
0044	Joe Borrower	123 - Springfield, PA 19064	1:00 PM

Example of an Inspection Schedule

Logging Out

When you are finished using eTrac, you should log out so no one else can access your account.

To log out, simply click the **Log-Out** tab.

After you are logged out, you will see the message, "Thank you for using eTrac". You may now close your browser window, if desired.