

Appraisal Management Software



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How to Re-Assign Orders in Connexions

If an order has already been assigned in Connexions and it needs to be re-assigned it must be done as an Edit AMC/Appraiser in the Vendor section of the Appraisal Detail Screen.

NOTE: The Vendor Rejected in the Status History is only for the actual vendor. LENDERS should not use this function.

1. Open the Appraisal Detail Screen.
2. Scroll down to the Vendor section.
3. Click Edit AMC/Appraiser.
4. Select the new AMC/Appraiser Vendor from the dropdown list.
5. Click OK. The assigned AMC/Appraiser will receive a notification that the appraisal is being re-assigned. The new AMC/appraiser will receive a notification to accept/reject the order. The AMC/Appraiser information in the Vendor box will reflect new AMC/Appraiser.
6. Click Update Appraisal.

Appraisal Detail Screen

The screenshot displays the Appraisal Detail Screen with several key elements highlighted:

- Products & Services:** A table showing a product fee for a Uniform Residential Appraisal Report with a total amount of \$425 and an outstanding balance of \$425.
- Vendor Section:** A red box highlights the 'Vendor' section, which includes an 'Edit AMC/Appraiser' button and a dropdown menu for selecting a new AMC/Appraiser.
- Edit AMC/Appraiser Dialog:** A dialog box is open, showing a list of available appraisers, including AMC 1 through AMC 4, and individual appraisers like Elmer Fudd and Stephanie Appraiser.
- Status History Table:** A table with columns for Status, Date, and WhoSet. It lists various status changes such as 'Vendor Accepted', 'Hold', and 'Order Assigned' with their respective dates and users. A red box highlights this table.
- Status History Dropdown:** A dropdown menu is open below the table, showing options like 'Order Assigned', 'Vendor Rejected', 'Scheduled', 'Hold', and 'Canceled'. A text box explains that 'Vendor Rejected' is only for the actual vendor and should not be used by lenders.
- Update Appraisal Button:** A button labeled 'Update Appraisal' is located at the bottom right of the screen.