Working with Automated Reviews
Information and Instructions for Appraisers

Lenders have the ability to require that all completed appraisals uploaded to Appraisal Firewall be sent through an Automated Review process. Most automated reviews take less than 90 seconds, and you will receive a complete report of suggestions if any issues are found. This guide will help you to quickly identify and address changes that need to be done in response to automated reviews.

Please note: orders that are identified with potential issues that are not addressed by the appraiser will with hold the report from being delivered to the lender, and can cause delay in appraiser payment.

Quick Start: Working With Automated Reviews

1. When you upload a completed report, the status will change to Reviewing. This means the Automated Review has begun. The review can take 2-3 minutes to complete.

2. Once the review is complete, the order will go to one of two statuses depending on the results of the review:
    a. **Corrections Required**. You will be notified via email that there are potential issues with this order. At this time, you can open the order to look at the results.
    b. **Done**. No issues were found with the review. The report is available to your lender.

3. **Corrections Required:** To look at the Automated Review report, simply open the order. You will see this screen. Click **View Results** to look at the Automated Review report (click here for a sample Review Results Report and how to read it). You can also view your appraisal, and **Deliver** a new appraisal with corrections, or **Respond** to the review results to your lender.


See pages 2-3 for more detail on working with your lenders' Automated Reviews.

More Info:
How the Automated Review Works

You will know when your lender has enabled a review because, when you upload a completed appraisal, the order status will be in Reviewing. It may be in this status for several minutes.

It is safe to continue working on other orders or logout of the system while an order is in a **Reviewing** status. After an appraisal report has been sent through the automated review, the status will change from **Reviewing** to either **Done** or **Corrections Required**.
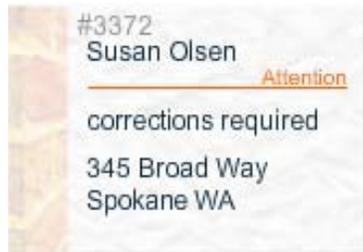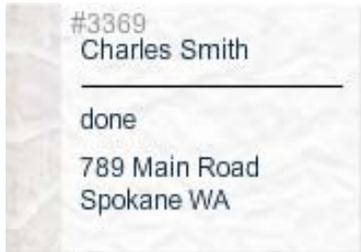
For orders marked as **Done**, no further action is required and your report has been delivered to the lender. When the automated review sends back a status of **Corrections Required**, it will be indicated on the order card. "Corrections Required" orders are highlighted in **Orange** and an **Attention** symbol appears on the order card. When an order goes to a Corrections Required status, you will receive an auto-email from Appraisal Firewall letting you know.

To see the Automated Review report, open the order and click Review Results. Then address the issues found during review and re-deliver your report.

More Info:
Responding to Corrections Required

To identify what corrections need to be made to the appraisal report, open the order by clicking on it. An Automatic Review Message will be displayed. From this screen, you can View Results of the automated review, View Appraisal, and Deliver or Respond to the corrections request. Make any modifications to your report in your appraisal program, and return to this screen to re-upload it.

More Info:
Re-Delivering Your Report

When you have made corrections to your report, or if you wish to declare that no changes are necessary, open the order and in the Automated Review Message screen, click **Deliver or Respond**.

- Select **Replacement** if you have made changes to your report and would like to upload a new appraisal.

- Select **Use Existing** if changes to the report are not necessary or not possible. Either selection requires a comment in the **Explanation** field.

Click **Browse to Upload a File** to deliver your modified report, or click **Send** if no changes have been made and you have already selected **Use Existing**.

Deliver	Cancel	Send

Type
- ● Replacement
- ○ Use Existing

Explanation   (required)

Comp #3 has been added.

Browse to Upload a File