

Appraisal Order Log and Message

- The Log and Message functionality in the appraisal order and management system (CMS) used by Kinecta allows you to:
 - Send and receive messages about your appraisal order.
 - Check the progress of your appraisal order.

IMPORTANT: Check your messages frequently!


- You can access this functionality from:
 - The Order Summary window after you submit the appraisal order form
 - Search results

Log and Message Section













Click the **Compose New Message** button in the **Log and Message** section.

[Loan Information](#) | [Associated Files](#) | [Log and Message](#) | [Contacts](#) | [Add New Service](#)

Log and Message

Show all messages in same folder Show system messages Print Current View 

[Compose New Message](#) [Expand All](#) [Mark All as Read](#)

	From	Subject	Doc ID	Service Type	Post Date	Edit
  	[AP] AXIS Account	Order Status Message	20141210-2790-1	1004 - URAR	12/10/2014 2:05:15 PM	
  	Nolcha Fox	1004 MC Required has been modified	20141210-2790-1	1004 - URAR	12/10/2014 1:36:19 PM	
  	Nolcha Fox	Order Created	20141210-2790-1	1004 - URAR	12/10/2014 1:36:19 PM	

[Compose New Message](#)

Sending a Message

- Required fields are marked with a red asterisk.
- Select **Mark as New**.
- The appraisal processor and Account Manager receive your message if you select **No Access** in the **Service Provider** dropdown.
- The appraisal processor, Account Manager, and Appraisal Management Company (AMC) receive your message if you select **New** in the **Service Provider** dropdown.

The screenshot shows a 'Compose New Message' form with the following fields and options:

- From:** NoIcha Fox
- Loan #:** 123456
- Document ID:** 20141210-2790-1
- Subject:** * (Required field, currently empty)
- Message Body:** (Large text area, currently empty)
- Mark As New:** (Checked)
- Follow up required:** (Unchecked)
- Service Provider:** * (Required field, dropdown menu showing options: No Access, --select one--, No Access, New, Read)
- Customer:** Read (Dropdown menu)