

Forwarding a Message

Appraisal Firewall managers and rotation managers have the ability to forward a message in the Communications Log to another user. To do this, open an order and click the blue arrow icon in the Actions column next to the message you want to forward.



Details - Mr McGee at 333 Dream Dream Spokane WA 9... Price \$200.00 **Done**

Order Communicate View

Status: **appraiser accepted** | Reference Number: 6488
 DocFileID: N/A | Fannie Mae:N/A | Freddie Mac:N/A

Property Communications

View: All | UCDP | Messages | Appraisals/Attachments | Billing | Timeline | System

Date/Time	From	To	Type	Actions	Status	Comment	\$
3/15/2012 9:43:53 AM	Appraiser	Originator	Message		Active	Do you have an alternate contact number for the borrower?	
3/15/2012 9:43:19 AM	Appraiser	Originator	Message		Active	Could you please get a copy of the purchase contract?	
3/15/2012 9:42:50 AM	Customer Service	Originator	Service Fee Approval		Pending	Service Fee	\$25.00

Click the blue arrow to forward the message.

You can leave the message as it currently is, or enter additional information. Select the new recipient from the **To** dropdown field and click **Send** to forward the message.

Details - Susan McGee at 333 ABC St Spokane WA 99223 Price \$100.00 **Done**

Order Communicate View

Property Communications

Status: **appraiser accepted** | Reference Number: 6890

View: All | UCDP | Messages | Appraisals/Attachments | Billing | Timeline | System

New Message **Cancel** **Send**

Action Required

To: **Appraiser** (dropdown menu open showing: Appraiser, Customer Service)

Do you need an alternate contact number? 555-6541

Any statement of value may cause this order to be cancelled

Upload Attachment

Date/Time	From	To	Type	Status	Comment	\$
5/23/2012 1:21:12 PM	System					
5/23/2012 1:21:12 PM	Originator					
5/23/2012 1:21:12 PM	Appraiser					\$100.00
5/23/2012 1:21:12 PM	Customer Service					\$11.00
5/23/2012 1:21:03 PM	Customer Service					
5/23/2012 1:21:03 PM	Originator					
5/23/2012	Originator		Requested	Active	Request added	