



The power of yes.

AD Appraisal Center

User Guide for Clients:

Add a Comment

Powered by



ValueLink

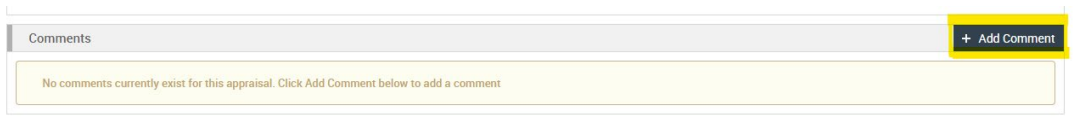
Appraisal

Add a Comment to an Order

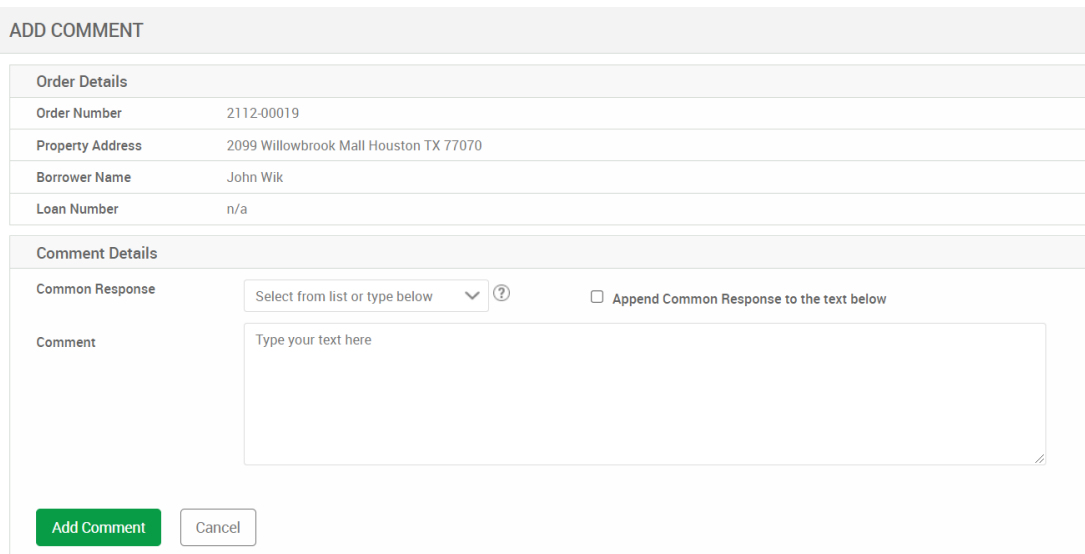
Comments are the fastest way to communicate information about the order to all parties involved in the Appraisal Order.

To **Add a Comment to an Appraisal**, follow the steps below:

- 1) Log on to your AD Appraisal Center account.
- 2) **Search** for the Appraisal Order in which you want to add the comment.
- 3) Open the Manage Order screen by clicking on the Order Number (e.g. R15-00000).
- 4) Scroll down to the **Comments** section.
- 5) Click the **Add Comment** button on the right side of your screen.



- 6) On the add comment screen, enter the comment in the space provided.
- 7) Click the **Add Comment** button to save the comment and return to the appraisal screen.



Order Details	
Order Number	2112-00019
Property Address	2099 Willowbrook Mall Houston TX 77070
Borrower Name	John Wik
Loan Number	n/a

Comment Details

Common Response: Select from list or type below Append Common Response to the text below

Comment: