
U.S. Department
of the Interior



National
Business
Center

ARRTS

Appraisal Request & Review Tracking System User's Guide

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INTRODUCTION TO ARRTS

The Appraisal Request & Review Tracking System (ARRTS) is the U.S. Department of the Interior's National Business Center's Web-based application to provide a common form for submission of appraisal requests to the NBC's Office of Appraisal Services. In addition, it provides a process for forwarding the request for approval and assignment, and a mechanism for tracking and reporting on appraisal requests.

USER SYSTEM REQUIREMENTS

ARRTS users are required to have access to a computer with Internet access and a web browser.

INTERNET ACCESS

Internet access can be provided through either an Internet Service Provider (ISP) or through your Local Area Network (LAN). If you access the Internet through a LAN and encounter difficulty accessing the secure site, contact your Network Administrator for assistance.

WEB BROWSER

The Appraisal Request & Review Tracking System is a secure website. In order to access the application, the user must have an Internet browser that supports a high-grade (128-bit SSL) security connection. The application has been tested with Microsoft® Internet Explorer version 6.0.2, Netscape® version 6.2.1, and Netscape® Communicator version 4.78. There is no additional software required.

SECURITY INFORMATION

RESTRICTED ACCESS

Only registered users of ARRTS may access the application. A user's access to ARRTS is controlled by a unique username and password, in combination with their bureau and assigned role(s).

BROWSER SECURITY

In order to protect appraisal request information, each ARRTS browser session establishes and operates over a secure, encrypted link between the user's computer (the client) and the ARRTS server. Using a secure browser connection, also known as Secure Socket Layer or SSL encryption, information is encrypted to prevent unauthorized parties from viewing the information as it travels between the client browser and the ARRTS server.

As information reaches the server, the ARRTS server software in conjunction with the server operating system decrypts the request and processes it. Once processed, response information is sent from the ARRTS server back to the user's browser using server-side encryption. The user's computer/browser then decrypts the response information and displays it on-screen.

A user's browser must have the SSL capability activated before the user can successfully login to ARRTS. Microsoft Internet Explorer and Netscape are already configured with this capability turned on.

ARRTS SYSTEM OVERVIEW

A user's view of ARRTS is dependent on both the user's assigned role and the status of an appraisal request within the application. All users are assigned one or more roles when logging into the application. As various users access and forward a specific appraisal request through the system, the request's status is updated. The user's role as well as the current status of a request determines what information each user is allowed to view and possibly update for a particular appraisal request at any given time.

USER ROLES

ARRTS has the following user roles defined; it is possible that a user may be assigned more than one role within the application.

General User: All users are considered general users, with the following access:

- Ability to submit an appraisal request.
- Ability to update any appraisal requests that they have submitted until the request has been forwarded to the Agency Approver.
- Ability to cancel any of the appraisal requests they have submitted as long as the request has not been completed.
- Ability to view limited information on all appraisal requests in the system.

Agency Approver: Agency Approvers are identified within each bureau and are responsible for forwarding appraisal requests to the appropriate NBC Regional Appraiser. Once an appraisal request has been forwarded to an Agency Approver, that Agency Approver has the ability to update any of the information entered by the submitter, assign a priority to the request, and forward it to the Regional Appraiser; the Agency Approver can also return the request to the submitter. Once the Agency Approver has forwarded or returned the request, he or she can no longer update it.

Regional Appraiser: Regional Appraisers are identified within each region of the NBC appraisal organization. Once an appraisal request has been forwarded to a Regional Appraiser by an Agency Approver, the Regional Appraiser is responsible for assigning the appraisal request to a review appraiser and forwarding the request to the review appraiser for completion. The Regional Appraiser also has the option to return the request to the Agency Approver.

Review Appraiser: Once the appraisal request has been completed, the review appraiser is responsible for updating the appraisal request with certain appraisal results information, attaching a copy of the appraisal review, and closing out the appraisal request to indicate that it has been completed.

Site Administrator: Users with the Site Administrator role may approve the registration of prospective users within their bureau or update the roles and status of users within their bureau. Additionally, NBC Site Administrators have the responsibility for maintenance of the reference tables used within the application.

Program Manager: Program Managers must be either registered users or contacts within the application. An Agency Approver may optionally have one or more Program Managers associated with their username. If so, any associated Program Managers will receive an email notification whenever the Agency Approver forwards an appraisal request to the Regional Appraiser. Program Managers who are registered users may use the Site Administration functionality of the application to select those Agency Approvers with whom they are associated; others will need to contact an NBC Site Administrator for assistance.

SUBMISSION OF AN APPRAISAL REQUEST

The status level of an appraisal request will change as it moves through the application from submission to completion. The status of a request determines the access that individual users have to the request at a particular time. The possible status levels of a request are described below. As a request moves to a different status level, email messages are sent to all users in the approval chain of the request.

Submitter Level: When a request is at the “Submitter Level”, it is in the process of being created or edited by the submitter; the only user who can update the request at this level is the submitter. The request leaves the “Submitter Level” when it is forwarded by the submitter.

Agency Approver Level: After being forwarded by the submitter, the request is at the “Agency Approver Level” until the Agency Approver either forwards it to the Regional Appraiser or returns it to the submitter. Only the designated Agency Approver can update the request at this level.

Regional Appraiser Level: After being forwarded by the Agency Approver, the request is at the “Regional Appraiser Level” until the Regional Appraiser either assigns and forwards it to a review appraiser or returns it to the Agency Approver. Only the designated Regional Appraiser can update the request at this level.

Review Appraiser Level: After being forwarded by the Regional Appraiser, the request is at the “Review Appraiser Level” until the Review Appraiser updates the request with appraisal results information, attaches the appraisal review, and indicates that the appraisal request has been completed. Only the assigned review appraiser can update the request at this level.

Completed Level: An appraisal request is marked as “Completed” after the review appraiser has so indicated. Only users with the Regional Appraiser or Review Appraiser role may view the appraisal results information or the attached appraisal review document.

SEARCH

In addition to the ability to submit, forward and update appraisal requests, ARRTS provides a search capability to enable the user to search for individual or groups of appraisal requests. The search functionality is accessed from the “Search/Edit” navigation tab. It provides a search form for the user to optionally select search criteria, followed by the search results of all appraisal requests satisfying the search criteria. Each appraisal request listed in the search results has a link that will allow the user to view and possibly edit the appraisal request; edit privileges for an appraisal request are determined by the user’s role and the status level of the appraisal request.

HELP

Multiple options are available to the user for assistance with the application. Help pages are available from the “Help” navigation tab, and will be displayed in a separate browser window to enable the user to switch between the application window and the Help window. Field help, as indicated by the  icon, is available on some forms. The “Contact Us” navigation tab or link can be used to contact the ARRTS site administrators.

ARRTS USER INSTRUCTIONS

ACCESSING THE SYSTEM

The Appraisal Request & Review Tracking System can be launched from a Web browser on a workstation using the URL <http://ec21.nbc.gov/arrts>. This brings up the ARRTS home page, as shown below.



The home page allows the user to access those portions of the application which do not require the user to have logged into the application. It provides links to the Registration page, Contact information, the Help page, and the Login page.

USER REGISTRATION

The Registration page is reached from the Home Page by clicking on the Registration tab.

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Office of Appraisal Services

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Appraisal Request & Review Tracking System Registration

To register, please complete the form below and click the Continue button to request access to the Appraisal Request & Review Tracking System. Required fields are identified with an *. Once a valid Bureau has been selected, options for Duty Station will be displayed.

First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>
Title*	<input type="text"/>
Bureau*	Select Bureau <input type="button" value="v"/>
Duty Station*	Select Duty Station <input type="button" value="v"/>
Duty Station (if "other" selected)*	<input type="text"/>
Email Address*	<input type="text"/>
Mailing Address*	<input type="text"/>
	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/> <input type="button" value="v"/>
Zip Code*	<input type="text"/>
Office Phone (xxx-xxx-xxxx)*	<input type="text"/>
Fax Number (xxx-xxx-xxxx)	<input type="text"/>
Enter your initial password*	<input type="text"/>
Re-enter your initial password*	<input type="text"/>

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The user should enter the required information in the form, noting the following:

1. Required fields are marked by an *.
2. The Duty Station select list will not be populated until the user selects the Bureau. If the user's duty station is not shown in the select list, the user should select the last option ("other") and must enter the duty station in the text field below the select list.
3. Enter the email address in the Internet/SMTP format, not in the Lotus Notes format. The internet version will normally be in the format '*name@bureau.gov*' or '*name@xx.bureau.gov*'.
4. Be certain to remember the initial password entered; the username will be emailed to the user after registration approval but your password will not. Password standards can be found in the Help information.
5. After the registration form has been submitted, the registration confirmation page will be shown.

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Appraisal Request & Review Tracking System Registration

Please review your contact information. If all information is correct, click the 'Submit' button; if you wish to make changes, click the 'Update' button.

Name	Demo User
Title	Realty Specialist
Bureau	Fish and Wildlife Service
Duty Station	Anchorage, Alaska
Email Address	demo_user@fws.gov
Mailing Address	123 Main Street
City	Anchorage
State	AK
Zip Code	99999
Office Phone	123-456-7890
Fax Number	

SUBMIT UPDATE

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6. If the information entered on the confirmation page is correct, click the SUBMIT button; if any information needs to be changed, click the UPDATE button to return to the registration form.
7. After the confirmation page has been submitted, a Site Administrator must review and approve the registration request before the registration is considered complete.
8. After a registration request has been approved, an email with the user's username will be sent to the email address entered on the registration form; the user will then be allowed to Login to the application.

LOGIN

A user may access the Login screen from the ARRTS Home Page.

The screenshot shows the login interface for the Appraisal Request & Review Tracking System. At the top, there is a navigation bar with links for Home, Site Map, FAQs, Feedback, and Accessibility. Below this is a banner featuring the U.S. Department of the Interior logo and the text "U.S. Department of the Interior Office of Appraisal Services". The main title of the page is "APPRAISAL REQUEST & REVIEW TRACKING SYSTEM". A navigation menu below the banner includes links for Home, Registration, Contact Us, Help, and Login. The login form itself is titled "Appraisal Request & Review Tracking System Login" and contains the following text: "Please, enter your **UserId** and **Password** to access the **Appraisal Request & Review Tracking System**. If you have forgotten your Username or Password, [request assistance](#)." The form has two input fields: "UserId" with the value "fwsuser" and "Password" with masked characters. Below the form is a warning box: "WARNING TO USERS OF THIS SYSTEM: This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. Unauthorized use may subject violators to criminal, civil, and /or disciplinary action." A "LOGIN" button is located at the bottom right of the form. At the very bottom of the page, there is a footer with links for Privacy Disclaimer, Policies & Procedures, FOIA, FirstGov, and DOI Home.

Once the user has entered a valid username and password, the system identifies the user's assigned role(s). This is used to determine the access that the user has to information on appraisal requests within the application. There is a link to request assistance if the user has a problem with their username or password.

After a successful login, the navigation tabs under the banner will show additional options that are available to only logged-in users.

LOG OUT

Once the user has successfully logged in, the user may log out of the system by clicking the “Logout” tab. When a user logs out, any incomplete transactions that have not been entered by the user will be lost.

For security reasons, the application will cancel a user’s session after 30 minutes of inactivity. If the user wishes to continue using the application after the session has been timed out, the user must login again.

HELP

Help information is available from all pages within the application. Clicking the “Help” tab in the navigation bar will bring up the Help main page in a new browser window.



All Help pages show an index on the left side of the page; clicking any of the index topics will show the available Help information for that topic.

APPRAISAL REQUEST PROCESSING

As described in the System Overview, ARRTS access to an appraisal request is controlled by both the role(s) of the user and the status level of the appraisal request. This section will describe in detail the steps required of each user in the process of submitting, editing and forwarding an appraisal request until it has been completed. These steps are Submission, initiated by the request submitter; Agency Approval by the Agency Approver designated in the appraisal request as the person through whom the request is routed; Assignment by the Regional Appraiser designated in the appraisal request as the person to whom the request is sent; and Completion by the review appraiser assigned by the Regional Appraiser.

SUBMISSION OF AN APPRAISAL REQUEST

APPRAISAL REQUEST FORM

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Request for Appraisal Services

Enter the appropriate information in the fields below and click the 'Save' button to add a new request. Required fields are indicated by an asterisk (*).

► **To*:**

► **Through*:**

► **From*:** Or click **ADD** to add a new 'From' contact.

Appraisal products are needed by* to complete the case described below.

► **Appraisal product*:**

► **Agency Case Identification*:** (Serial No.; Refuge/Tract/funding Acct.; etc.)

► **Type of case*:**

► **Property Owner or Applicant*:**

Name*:

Address*:

City*:

State*: **Zip*:**

Telephone*:

If there are multiple property owners, enter the first one here and click **ADD** for additional owners.

► **Property Rights to be Appraised*:**

(Be as specific as possible; i.e., surface estate, mineral estate, right to construct, operate, maintain; etc. List encumbrances of record or known to exist, address improvements, if any; cite any unusual or burdensome stipulations.) for less-than-fee interest attach the establishing document.

► **State*:**

► **County*:**

► **Legal Description*:**

You may also [attach a legal description document](#) **ATTACH DOC**

► **Total Acreage** **to be Appraised*:**

► **Total Acreage** **Owned*:**

► **Additional Information:**

You may also [attach a document](#) **ATTACH DOC**

► **Bureau Funding Code*:**

► **Field Contact*:** Or click **ADD** to add a new field contact.

► **Requested By*:** Or click **ADD** to add a new requestor.

SAVE **RESET**

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The appraisal request form for a new request is displayed after a successful login from the ARRTS home page. The user can also access a new appraisal request form by clicking the “New Request” tab. The user who creates a new appraisal request is considered the submitter of the request.

There is information available in the Help facility to assist the user with the completion of the request form. If there is a  icon beside a field, clicking on the icon will show instructions for completing that field.

In completing the appraisal request form, note the following:

1. In the “To” selection list, select the NBC Regional Appraiser for the NBC region in which the property to be appraised is located.
2. In the “Through” selection list, select the person within your agency who will approve this appraisal request and forward it to the NBC Regional Appraiser.
3. The “From” selection list will show the logged-in user as the selected person. If this request is from a person other than the logged-in user and the person’s name does not appear in the selection list, he or she may be added by clicking on the “ADD a new contact” link. This will bring up a form to add a new contact, which is similar to the Registration form without password information. Completing this form and submitting it will allow the person’s name to be shown in the “From” selection list. Adding a contact does not submit a registration request for the contact; it merely makes the contact available to be selected in the “From”, “Field Contact” and “Requested By” selection lists.
4. If there are multiple property owners or applicants for the property to be appraised, enter the information for the first owner or applicant in the appraisal request form, then click the “ADD additional owners” link. This will bring up a form to add additional property owners and applicants. The information entered on the appraisal request form will be displayed in the first line. Up to 10 additional owners or applicants may be entered on this form.

ADDITIONAL PROPERTY OWNERS/APPLICANTS FORM

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Add Property Owner

To save the information entered in this form and return to the main form, click on **SAVE** at the bottom of the screen; to save the information and enter additional information on property owners or applicants, click on **MORE** at the bottom of the screen.

Row	Name	Address	City	State	Zip	Phone
1	Property Owner	123 Main Street	Anchorage	AK ▾	99999	123-456-789
2				State ▾		
3				State ▾		
4				State ▾		
5				State ▾		
6				State ▾		
7				State ▾		
8				State ▾		
9				State ▾		
10				State ▾		
11				State ▾		

MORE
SAVE
RESET

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Enter the required information using as many lines as needed. If there are more owners or applicants than will fit on the form, clicking the MORE button at the bottom on the page will save the information entered and show the form with 10 additional blank lines. To delete one owner or applicant, delete the information in

all fields of the corresponding row. When all owners and applicants have been entered, clicking the SAVE button at the bottom of the page will return the user to the appraisal request form.

- 5. A document can be attached to this appraisal request by using the “attach a document” link shown under the Legal Description and Additional Information fields. This will bring up a form that allows the user to upload a document from the user’s workstation and have it associated with this appraisal request.

FILE ATTACHMENT FORM

Attach a File

To attach a document, please use the browse button below to navigate to the file being attached and then click "Open", or you may enter the complete path to the file in the field below. Click the "Attach Doc" button to have the specified file attached to the request. Required fields are indicated by an asterisk (*).

File Path*:

Attachment Title*:

Attachment Category*: ▼

Description:



[Close this window](#)

There is a restriction of 5 megabytes on the size of documents that can be uploaded; an error message will be displayed if the user attempts to upload a document of a larger size. After the user enters the required information in the form and clicks the ATTACH DOC icon, the form will be refreshed to include a list of all documents attached so far.

FILE ATTACHMENT FORM WITH SUMMARY

Attach a File

The following documents have been attached to this appraisal request.			
Title	Description	Category	Attached By Date
Additional information		Easement Document	fws user 11/06/2003

To attach a document, please use the browse button below to navigate to the file being attached and then click "Open", or you may enter the complete path to the file in the field below. Click the "Attach Doc" button to have the specified file attached to the request. Required fields are indicated by an asterisk (*).

File Path*:

Attachment Title*:

Attachment Category*:

Description:

[Close this window](#)

If a document in the list was attached by the user, the title will be displayed as a link; clicking this link will allow the user to modify the information describing the document. Once all necessary documents have been uploaded, the user should click the "Close this window" link to return to the appraisal request form.

6. If the field contact's name does not appear in the "Field Contact" selection list, the "Add a new field contact" link can be used to add a new contact.
7. The "Requested By" selection list will show the logged-in user as the selected person. If this request is being requested by someone other than the user, select the proper name from the selection list; the "Add a new requestor" link can be used to add a name to the list.

Once the submitter has completed the appraisal request form, clicking the "SAVE" button at the bottom will validate the form for completion; if complete, the appraisal request summary will be shown. If there are any validation errors, a pop-up window will

appear listing the validation errors which must be corrected before the form can be submitted. Clicking “RESET” will clear any fields entered by the user.

If the submitter returns to the appraisal request form after having saved it but before the request has been completed by the review appraiser, the CANCEL button will also be shown as the bottom of the form. Clicking the CANCEL button will cancel the appraisal request and an email notification will be sent to all users involved in the routing of this request, depending on the status level of the request.

APPRAISAL REQUEST SUMMARY

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[FORWARD](#) [ATTACHMENTS](#) [EDIT](#) [PRINT](#)

To forward the appraisal request to the Agency Approver, click the 'Forward' button.

Form-ARRTS-01	Assigned to:
UNITED STATES DEPARTMENT OF THE INTERIOR OFFICE OF APPRAISAL SERVICES REQUEST FOR APPRAISAL SERVICES	
To: Linda Regional Appraiser	Date:
Through: fws approver	
From: fws user, Realty Specialist	

Appraisal products are needed by 01/02/2004 to complete the case described below.

Priority:	Reason:
Appraisal Product: Consultation	

- 1. Agency Case Identification:** FWS demo 02
- 2. Type of Case:** Acquisition
- 3. Property Owner or Applicant:**
Name: Property Owner
Address: 123 Main Street, Anchorage, AK 99999
Telephone: 123-456-7890
- 4. Property Rights to be Appraised:**
Mineral estate
- 5. State and County:**
Alaska Anchorage
- 6. Legal Description:**
T. 4 N., R. 4 E., Sec 2, SE1/4, G&SRM
- 7. Total Acreage to be Appraised:** 9999 **Total Acreage Owned:** 10000
- 8. Additional Information:**
See Attached document
- 9. Bureau Funding Code:** FWS demo 1 **NBC Funding Code:**
- 10. Field Contact:** fws user, Realty Specialist, 703-390-6679
- 11. Requested by:** fws user, Realty Specialist

[FORWARD](#) [ATTACHMENTS](#) [EDIT](#) [PRINT](#)

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Once the submitter has saved the appraisal request, the appraisal request summary will be shown, with the following options for the submitter:

- **EDIT:** If the EDIT button is clicked, the submitter will return to the appraisal request form. If the form is still at the submitter status level, the submitter will be allowed to edit all fields in the form. If the form has been forwarded to the Agency Approver, the submitter will only be able to cancel the request.
- **FORWARD:** If the FORWARD button is clicked, the request will be forwarded to the Agency Approver and the submitter will be shown a confirmation message.



The Agency Approver will receive an email notification that the request has been forwarded. Once the request has been forwarded, the only edit change that the submitter can make is to cancel the request.

- **ATTACHMENTS:** This button will appear only if there are any attachments associated with the request. Clicking the ATTACHMENTS button will display a list of the associated attachments.

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Attachments

To view an attachment to the appraisal request, click on the attachment title. The attachment will open in a new browser window.

Title	Description	Attachment Category	Attached By Date
Additional information		Easement Document	fws user 11/06/2003

[Return to Appraisal Request](#)

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Clicking on the title of any of the attachments displayed will open the attachment file in a new browser window.

- **PRINT:** Clicking on the PRINT button will open a new browser window with the print preview page, which is a printable version of the appraisal request summary; the print dialog window will automatically open, and the user can choose to either print out the form or cancel the print request.

APPRAISAL REQUEST PRINT PREVIEW

Form-ARRTS-01

Assigned to:

**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF APPRAISAL SERVICES
REQUEST FOR APPRAISAL SERVICES**

To: Linda Regional Appraiser

Date:

Through: fws approver

From: fws user, Realty Specialist

Appraisal products are needed by 01/02/2004 to complete the case described below

Priority:

Appraisal

1. Agency

2. Type of

3. Property

Name:

Address:

Telephone:

4. Property

Mineral est

5. State and

Alaska Ar

6. Legal De

T. 4 N., R.

7. Total Ac

8. Addition

See Attach

9. Bureau

NBC Fur

10. Field C

11. Requested by:

11. Requested by: fws user, Realty Specialist

AGENCY APPROVAL OF AN APPRAISAL REQUEST

When the submitter forwards the request to the Agency Approver, the Agency Approver will be sent an email similar to the following:

Appraisal request FWS demo 02 has been submitted by fws user.
Please log into the Appraisal Request & Review Tracking System to assign a priority to this request and forward it to the Regional Appraiser for assignment. Using the link <https://ec21.nbc.gov/arrts/index.cfm?fuseaction=login&arid=1831> will take you directly to this request once you have successfully logged in.

The Agency Approver should click the email link and enter their username and password in the login form. After successful login, the Agency Approver's version of the appraisal request form will be shown. The Agency Approver has the following options:

Edit and Save: If the Agency Approver wishes to approve the request and send it forward to the NBC Regional Appraiser, the approver must assign a priority to the request and complete the priority reason field. If the approver wishes to see what additional requests have been sent to the NBC Regional Appraiser from the approver's agency, the "Review pending appraisals" link will display those requests. The approver may also modify any of the information in the form that was completed by the submitter or attach additional documents to the request. Once the approver has edited the request form, clicking the SAVE button will display the appraisal request summary.

Return: The RETURN button provides the approver with the opportunity to return the appraisal request to the submitter rather than forward it to the Regional Appraiser. When the RETURN button is clicked, the appraisal request return form will be displayed. The approver should enter the reason why the request is being returned to the submitter in the "Comment" field and click the RETURN button; the CANCEL button can be used to cancel the return of the request.

APPRAISAL REQUEST FORM (AGENCY APPROVER VERSION)

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Request for Appraisal Services

Please enter the priority information in the form below and click the 'Save' button to update the request. Required fields are indicated by an asterisk (*). To provide a comment and return the request to the submitter, click the 'Return' button.

➤ To*:

➤ Through*:

➤ From*: Or click **ADD** to add a new 'From' contact.

Appraisal products are needed by* to complete the case described below.

➤ Priority*: Review pending appraisals

➤ Priority Reason*:

➤ Appraisal product*:

➤ Agency Case Identification*: (Serial No.; Refuge/Tract/funding Acct.; etc.)

➤ Type of case*:

➤ Property Owner or Applicant*: If there are multiple property owners, enter the first one here and click **ADD** for additional owners.

Name*:

Address*:

City*:

State*: Zip*:

Telephone*:

➤ Property Rights to be Appraised*: (Be as specific as possible: i.e., surface estate, mineral estate, right to construct, operate, maintain; etc. List encumbrances of record or known to exist; address improvements, if any; cite any unusual or burdensome stipulations.) for less-than-fee interest attach the establishing document.

➤ State*:

➤ County*:

➤ Legal Description*:

You may also [attach a legal description document](#) **ATTACH DOC**

➤ Total Acreage to be Appraised*

➤ Total Acreage Owned*

➤ Additional Information:

You may also [attach a document](#) **ATTACH DOC**

➤ Bureau Funding Code*:

➤ Field Contact*: Or click **ADD** to add a new field contact.

➤ Requested By*: Or click **ADD** to add a new requestor.

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APPRAISAL REQUEST RETURN FORM



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Return Appraisal Request

Please enter your comments in the form below to return the appraisal request. Click the RETURN button at the bottom to send your message and return the appraisal request to the Submitter.

▶ To: Linda_G_Wenri@nbc.gov (fws user)

▶ From: Linda_G_Wenri@nbc.gov (fws approver)

▶ Subject: Return of Appraisal Request FWS demo 02

▶ Comment:

RETURN **CANCEL**

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FORWARD **ATTACHMENTS** **EDIT** **PRINT**

To forward the appraisal request to the Regional Appraiser, click the 'Forward' button.

Form-ARRTS-01 **Assigned to:**

**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF APPRAISAL SERVICES
REQUEST FOR APPRAISAL SERVICES**

To: Linda Regional Appraiser **Date:**

Through: fws approver

From: fws user, Realty Specialist

From the appraisal request summary, the Agency Approver has similar options to those for the submitter. FORWARD will forward the request to the NBC Regional Appraiser designated in the “To” field of the form. EDIT will return the approver to the appraisal request form so that changes can be made to the request. ATTACHMENTS will display the list of associated attachments, if any. PRINT will open the print preview version of the summary in a new browser window.

When a request is forwarded to the Regional Appraiser, an email notification will be sent to the Regional Appraiser as well as to the submitter. In addition, an email notification will be sent to any Program Managers who are associated with the Agency Approver.

ASSIGNMENT OF AN APPRAISAL REQUEST BY THE REGIONAL APPRAISER

When the Agency Approver forwards the request to the Regional Appraiser, the Regional Appraiser will be sent an email similar to the following:

Appraisal request FWS demo 02 has been submitted by fws user and forwarded to you by fws approver. Please log into the Appraisal Request & Review Tracking System to assign this request to a Review Appraiser. Using the link <https://ec21.nbc.gov/arrrts/index.cfm?fuseaction=login&arid=1831> will take you directly to this request once you have successfully logged in.

The Regional Appraiser should click the email link and enter their username and password in the login form. After successful login, the Regional Appraiser's version of the appraisal request form will be shown. The Regional Appraiser has the following options:

Edit and Save: If the Regional Appraiser wishes to assign the request to a review appraiser, the Regional Appraiser must select the assigned review appraiser using the "Assigned To" selection list and complete the NBC funding code field. The Regional Appraiser cannot modify any of the information forwarded by the Agency Approver but can attach additional documents to the request. Once the Regional Appraiser has edited the request form, clicking the SAVE button will display the appraisal request summary.

Return: The RETURN button provides the Regional Appraiser with the opportunity to return the appraisal request to the Agency Approver rather than assign it to a review appraiser. When the RETURN button is clicked, the appraisal request return form will be displayed. The Regional Appraiser should enter the reason why the request is being returned to the approver in the "Comment" field and click the RETURN button; the CANCEL button can be used to cancel the return of the request.

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Request for Appraisal Services

Please enter the assignment information and NBC funding code in the form below and click the 'Save' button to update the request. Required fields are indicated by an asterisk (*). To provide a comment and return the request to the Agency Approver, click the 'Return' button.

▶	To:	Linda Regional Appraiser	
▶	Through:	fws approver	
▶	From:	fws user	
▶	Assigned To*:	Select Review Appraiser ▼	
Appraisal products are needed by 01/02/2004 to complete the case described below.			
▶	Priority:	Routine	
▶	Priority Reason:	Being used for demo	
▶	Appraisal product:	Consultation	
▶	Agency Case Identification:	(Serial No.; Refuge/Tract/funding Acct.; etc.) FWS demo 02	
▶	Type of case:	Acquisition	
▶	Property Owner or Applicant:	Name:	Property Owner
		Address:	123 Main Street
		City:	Anchorage
		State:	Alaska Zip: 99999
		Telephone:	123-456-7890
▶	Property Rights to be Appraised:	<small>(Be as specific as possible; i.e., surface estate, mineral estate, right to construct, operate, maintain; etc. List encumbrances of record or known to exist, address improvements, if any; cite any unusual or burdensome stipulations.) for less-than-fee interest attach the establishing document.</small> Mineral estate	
▶	State:	Alaska	
▶	County:	Anchorage	
▶	Legal Description:	T. 4 N., R. 4 E., Sec 2, SE1/4, G&SRM	
▶	Total Acreage to be Appraised:	9999	
▶	Total Acreage Owned:	10000	
▶	Additional Information:	See Attached document	
		You may also attach a document <input type="button" value="ATTACH DOC"/>	
▶	Bureau Funding Code:	FWS demo 1	
▶	NBC Funding Code*:	<input type="text"/>	
▶	Field Contact:	fws user	
▶	Requested By:	fws user	

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FORWARD **ATTACHMENTS** **EDIT** **PRINT**

To forward the appraisal request to the Review Appraiser, click the 'Forward' button.

Form-ARRTS-01 **Assigned to:** Linda Appraiser

**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF APPRAISAL SERVICES
REQUEST FOR APPRAISAL SERVICES**

To: Linda Regional Appraiser **Date:** November 6, 2003

Through: fws approver

From: fws user, Realty Specialist

From the appraisal request summary, the Regional Appraiser has similar options to those for the submitter and Agency Approver. FORWARD will forward the request to the review appraiser designated in the “Assigned To” field of the form. EDIT will return the Regional Appraiser to the appraisal request form so that changes can be made to the request. ATTACHMENTS will display the list of associated attachments, if any. PRINT will open the print preview version of the summary in a new browser window.

When a request is forwarded to the review appraiser, an email notification will be sent to the review appraiser as well as to the submitter and Agency Approver.

COMPLETION OF AN APPRAISAL REQUEST BY THE REVIEW APPRAISER

When the Regional Appraiser assigns and forwards the request to a review appraiser, the assigned review appraiser will be sent an email similar to the following:

Appraisal request FWS demo 02 has been submitted by fws user and assigned to you by Linda Regional Appraiser. Please log into the Appraisal Request & Review Tracking System to view this request and enter the appraisal results. Using the link <https://ec21.nbc.gov/arrrts/index.cfm?fuseaction=login&arid=1831> will take you directly to this request once you have successfully logged in.

The review appraiser should click the email link and enter their username and password in the login form. After successful login, the review appraiser's version of the appraisal request summary will be shown. The review appraiser can print the request and view and print all associated attachments, if desired. After the appraisal and review have been completed, the review appraiser can enter the appraisal results information into the appraisal request form by clicking the EDIT button on the appraisal request summary to view the review appraiser's version of the appraisal request form.

APPRAISAL REQUEST SUMMARY (REVIEW APPRAISER, BEFORE COMPLETION)

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Form-ARRTS-01 **Assigned to:** Linda Appraiser

**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF APPRAISAL SERVICES
REQUEST FOR APPRAISAL SERVICES**

To: Linda Regional Appraiser **Date:** November 6, 2003

Through: fws approver

From: fws user, Realty Specialist

Appraisal products are needed by 01/02/2004 to complete the case described below.

Priority: Routine **Reason:** Being used for demo

Appraisal Product: Consultation

- 1. Agency Case Identification:** FWS demo 02
- 2. Type of Case:** Acquisition
- 3. Property Owner or Applicant:**
 Name: Property Owner
 Address: 123 Main Street, Anchorage, AK 99999
 Telephone: 123-456-7890
- 4. Property Rights to be Appraised:**
Mineral estate
- 5. State and County:**
Alaska Anchorage
- 6. Legal Description:**
T. 4 N., R. 4 E., Sec 2, SE1/4, G&SRM
- 7. Total Acreage to be Appraised:** 9999 **Total Acreage Owned:** 10000
- 8. Additional Information:**
See Attached document
- 9. Bureau Funding Code:** FWS demo 1 **NBC Funding Code:** NBC demo 01
- 10. Field Contact:** fws user, Realty Specialist, 703-390-6679
- 11. Requested by:** fws user, Realty Specialist

Appraisal Results:

Appraised Value:

Acreage Appraised:

Value per Acre:

Number of Parcels:

Job Cost:

Highest and Best Use:

ATTACHMENTS
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PRINT

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APPRAISAL REQUEST FORM (REVIEW APPRAISER'S VERSION)

The review appraiser's version of the appraisal request form has additional fields for the appraisal results information. The review appraiser should complete these fields based on the appraisal results, attach a file containing the appraisal review document, and click the SAVE button.

The screenshot displays a web form with the following sections and fields:

- Bureau Funding Code:** FWS demo 1
- NBC Funding Code:** NBC demo 01
- Field Contact:** fws user
- Requested By:** fws user
- Appraisal Results:**
 - Appraised Value*:** [Text Input Field]
 - Acreage:** [Dropdown Menu] (Current selection: Acreage)
 - Appraised*:** [Text Input Field]
 - Number of Parcels*:** [Text Input Field]
 - Job Cost*:** [Text Input Field]
 - Highest and Best Use*:** [Dropdown Menu]

\$ Values must be numeric with an optional decimal point and no \$.

SAVE **RESET**

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Once the appraisal results information has been saved, the appraisal request summary will be displayed again; in addition to the appraisal results information entered by the review appraiser, the summary will display the value per acre, calculated from the appraised value and acreage appraised.

APPRAISAL REQUEST SUMMARY (REVIEW APPRAISER, AFTER COMPLETION)

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If you have completed the appraisal and have attached a copy of the review, click the 'Forward' button to notify the requestor that the request has been completed and send the results to the Regional Appraiser.

Form-ARRTS-01 **Assigned to:** Linda Appraiser

UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF APPRAISAL SERVICES
REQUEST FOR APPRAISAL SERVICES

To: Linda Regional Appraiser **Date:** November 6, 2003

Through: fws approver

From: fws user, Realty Specialist

Appraisal products are needed by 01/02/2004 to complete the case described below.

Priority: Routine **Reason:** Being used for demo

Appraisal Product: Consultation

- 1. Agency Case Identification:** FWS demo 02
- 2. Type of Case:** Acquisition
- 3. Property Owner or Applicant:**
 Name: Property Owner
 Address: 123 Main Street, Anchorage, AK 99999
 Telephone: 123-456-7890
- 4. Property Rights to be Appraised:**
 Mineral estate
- 5. State and County:**
 Alaska Anchorage
- 6. Legal Description:**
 T. 4 N., R. 4 E., Sec 2, SE1/4, G&SRM
- 7. Total Acreage to be Appraised:** 9999 **Total Acreage Owned:** 10000
- 8. Additional Information:**
 See Attached document
- 9. Bureau Funding Code:** FWS demo 1 **NBC Funding Code:** NBC demo 01
- 10. Field Contact:** fws user, Realty Specialist, 703-390-6679
- 11. Requested by:** fws user, Realty Specialist

Appraisal Results:

Appraised Value: \$123,456,789.00

Acreage Appraised: 9,999

Value per Acre: \$12,346.91

Number of Parcels: 1

Job Cost: \$700.00

Highest and Best Use: Residential- Homesite

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From the appraisal request summary, the review appraiser has similar options to those for the submitter. FORWARD will close out the request and send notification emails to the submitter, Agency Approver and Regional Appraiser; the email to the Regional Appraiser will also contain the appraisal results information. The review appraiser will not be able to forward the request if the appraisal review document has not been attached. EDIT will return the review appraiser to the appraisal request form so that changes can be made to the request. ATTACHMENTS will display the list of associated attachments, if any. PRINT will open the print preview version of the summary in a new browser window.