

Quick Appraisal

Overview

With the upgrades to the Appraisal module throughout Edge already introduced beginning with version 24.2, the Quick Appraisal feature was added to enhance the Appraisal Intake process by providing you with the option to quickly add **Appraisal Documents** from **outside sources** to already completed Appraisals.

Quick Appraisals require **NO** additional setup, as it is built into the preexisting Appraisal module.



For more information on the **updates to the Appraisal Module**, please visit the [Appraisal Revamp](#) section of the EdgeUser knowledgebase.

Working with Quick Appraisals

Quick Appraisals works just like any regular Appraisal Intake at POS. You will **find the customer** and select the **associate**, as normal, then click the **Appraisal Intake** button.

A new **Is Already Done** checkbox has been added to the recently revamped **Appraisal Intake** that, when checked, will reveal the new **Appraisal Document** field which allows you to conveniently attach Appraisal documents from **outside sources**.



Attaching an Appraisal Document is **required** in order to complete a **Quick Appraisal**. Edge will alert you that you must add a document when checking the **Is Already Done** box before allowing you to proceed.

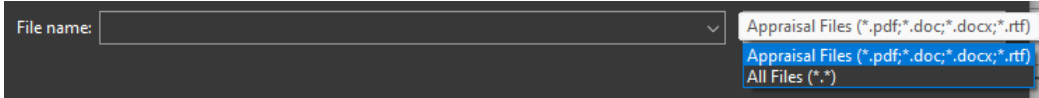
Adding Appraisal Documents

To attach Appraisal Documents:

1. Fill out the fields under the **Appraisal Info** section as desired, then check the **Is Already Done** checkbox.

Needed By Is Already Done

- Once checked, the **Appraisal Document** field will appear.
- Click the **magnifying glass** (🔍) to open your computer's **File Explorer** where you will **search** for, and **attach**, your document.
- By default, you will notice **Appraisal Files** as the **file type** when File Explorer opens. If you are unsure of which file to select, this will help guide you towards an approved document format:



- Once you have located your desired document, highlight it and click **Open** to add to the **Appraisal**.

- You may also **print** your **Appraisal Document** conveniently from the **Intake** screen with the **Print** button that will appear once an Appraisal Document is added:

Accessing Completed Quick Appraisals

After the transaction is completed at POS, **Quick Appraisals** can be accessed from either the **Customer** or **Services** menu the same way as regular Appraisals.

When accessed from a **Customer Record**, **Quick Appraisals** will be clearly marked in the **Description** column as shown in the example below:

Date	Sale #	Item # / Service #	Sold	Price	Who	Type	Description
1/13/2025	001-126428-001	001-126428-001	\$200.00		Fake	Appraisals	Appraisal: Diamond Earrings Ladies 14 karat white gold ideal cut diamond earrings. Each earring
1/13/2025	001-126428-003	001-126428-001	\$0.00		Fake	Tender	Appraisal Deposit/Reference # 001-126428-001
1/13/2025	001-126427-001	001-126427-001	\$150.00		Fake	Appraisals	Quick Appraisal: Diamond Anniversary Band Ladies 14 karat white gold diamond anniversary
1/13/2025	001-126427-002		\$150.00		Fake	Tender	CASH
1/13/2025	001-126426-001	001-126426-001	\$100.00		Fake	Appraisals	Quick Appraisal: Diamond Anniversary Band Ladies 14 karat white gold diamond anniversary
1/13/2025	001-126426-002		\$100.00		Fake	Tender	CASH