

# Release 2.1 Enhancements

On October 30, 2000, REAC released an improved version of SASS Online – Release 2.1. The new release of SASS Online incorporates improvements made in order to eliminate several problems with the initial release of the system, which was released in June, 2000. The following are enhancements you can expect to see in the new release:

1. Revised Weekly Work Assignment (WWA) process
2. Additional AQA status information
3. Ability to query a list of cases based on several different parameters

## 1. Revised Weekly Work Assignment Process

Release 2.1 has updated SASS Online system to allow AQA Contractors to view the list of cases included on the WWA prior to acknowledgement. A printed copy of this list should be used to ensure that all assigned cases are available when you pick up case binders from the HOC. This functionality will replace the spreadsheet currently being e-mailed to you every Monday.

To access the Weekly Work Assignment, click on the **Schedule** button. The following screen is the **AQA Contractor Work Assignment** screen.

WORK ASSIGNMENT NUMBER	TASK ORDER NUMBER	WORK ASSIGNMENT ISSUE DATE	REQUESTED AQA'S	STATUS	CONTRACTOR ACKNOWLEDGEMENT
------------------------	-------------------	----------------------------	-----------------	--------	----------------------------

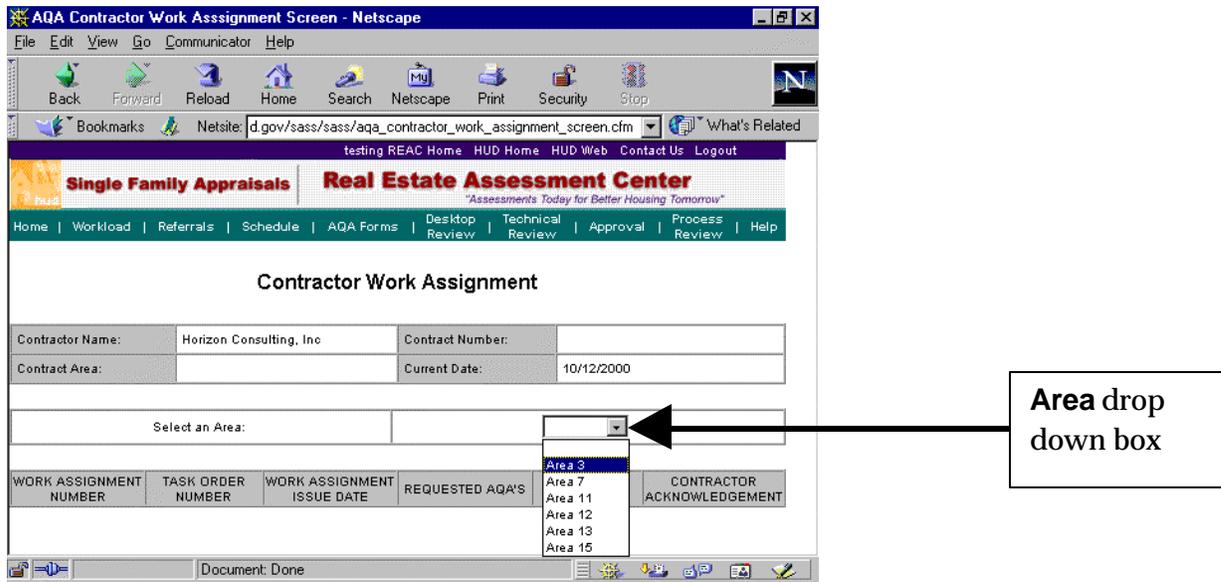
*AQA Contractor Work Assignment* screen

The **AQA Contractor Work Assignment** screen initially populates the following fields automatically (read-only):

- **Contractor Name** - Field identifying your organization by name;
- **Contract Number** - Field identifying your contract by assigned number; and
- **Current Date** - Field containing the date of screen access.

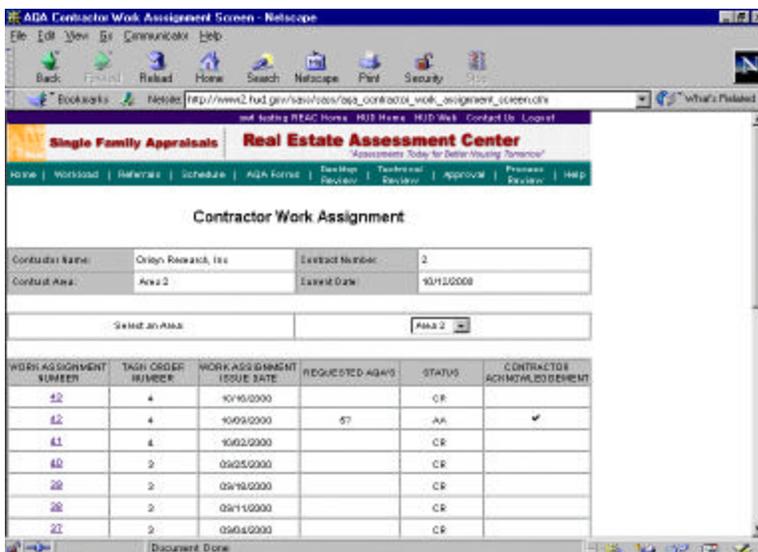
Below the table(s) with the contract information, there is a drop down box next to the **Select an Area** field. This drop down box contains the Areas for which your company is responsible. If you are the Contractor for only one Area, this will automatically default to that Area (it will be your only option).

The **AQA Contractor Work Assignment** screen with the drop down box for Area selection is shown below:



**AQA Contractor Work Assignment** screen with drop down box

Select the Area you want to view in this drop down box. After you select the Area, the **Contract Area** field will populate and a new table will appear below the **Select an Area** field.



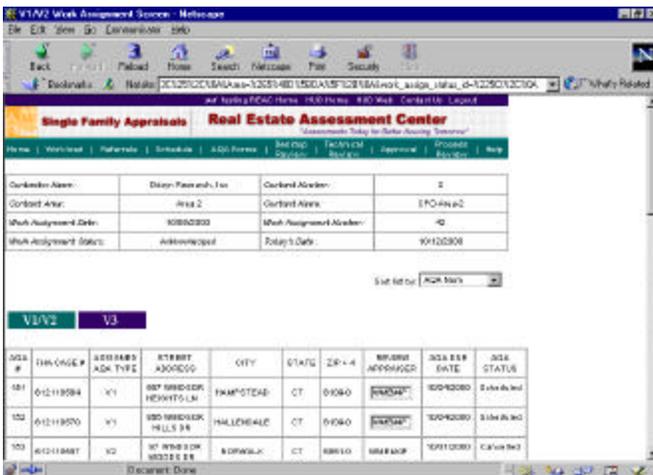
**Contractor Work Assignment** screen with Acknowledgment Table

The Acknowledgment Table automatically displays the following information:

- **Work Assignment Number** - Contains the identification number assigned by REAC to each weekly Work Assignment or weekly work list;
- **Task Order Number** - Contains the identification number assigned to the Task Order or quarterly work list;
- **Work Assignment Issue Date** - Indicates the date REAC issued the Work Assignment ;
- **Requested AQAs** - Lists the number of AQAs requested by REAC for completion;
- **Status** - Indicates the current status of the Work Assignment; and
- **Contractor Acknowledgment** - Column for you to acknowledge receipt of the Work Assignment.

After REAC creates the WWA for a given week, the number of AQAs included in that WWA will be displayed in the **Requested AQAs** column. A checkbox will appear in the **Contractor Acknowledgment** table if a WWA is awaiting acknowledgment. After you acknowledge, the checkbox will be replaced with a check.

Click on the hyper-linked **Work Assignment Number** of the WWA you wish to view. The next screen displayed will be the **V1/V2 Work Assignment** screen, as shown below:

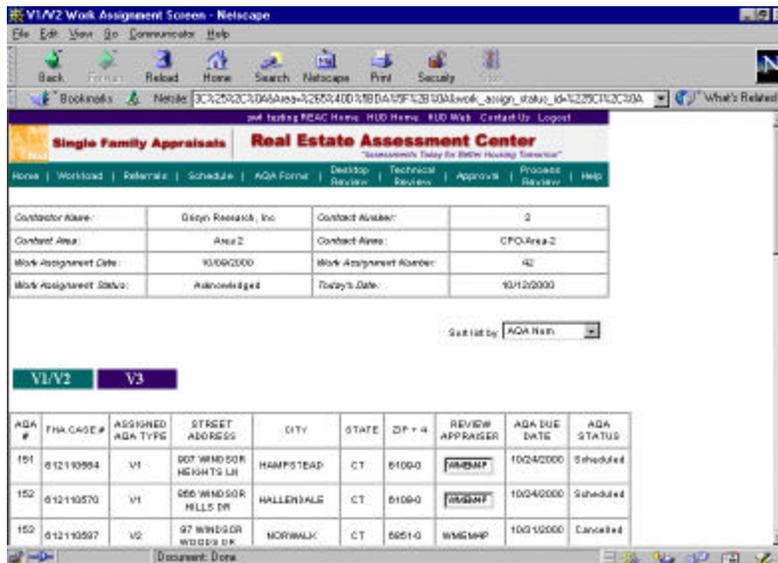


**V1/V2 Work Assignment** screen

Using your Internet browser's print function print a copy of this screen. Then click the **Next 25 Records** button at the bottom of the screen and print a copy of the screen that is displayed. Repeat this process until there are no additional records to be displayed. This will be indicated by the absence of the **Next 25 Records** button. After you have completed this process for all **V1/V2 Work Assignment** screens click the V3 tab in the middle of the screen and repeat the entire process for V3s.

Take these printed screen shots with you when you go to the HOC to pick up the case binders. Use this list as a guide to ensure that you pick up all necessary case binders. If you are unable to pick up any cases, please contact your GTM as soon as possible to have those cases cancelled.

## 2. AQA Status Information



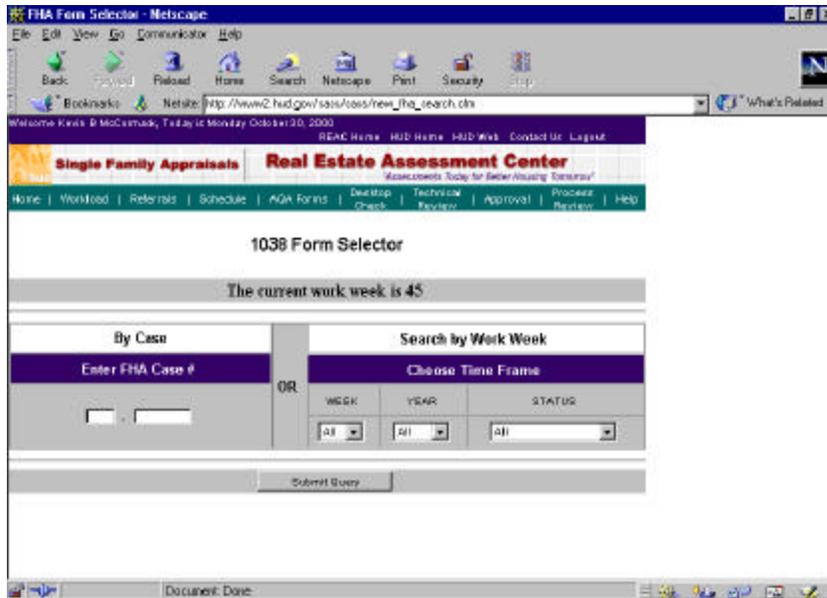
V1/V2 Work Assignment screen

For Release 2.1 the V1/V2 and V3 Work Assignment screens have been enhanced to provide AQA Contractors with additional information regarding AQA cases. The screens now display a due date column and an AQA status column. The due date column displays the date the AQA is due based on the type of AQA and the date it was acknowledged. The AQA status column identifies the stage of the AQA process where the AQA is currently. Possible AQA statuses are:

- **Canceled** – If you are unable to receive a copy of the appraisal from the HOC contact your GTM at REAC. They will cancel the case in the system. You will not be able to assign canceled cases to review appraisers.
- **Scheduled** – Cases identified as scheduled have been assigned to a review appraiser. However, the review appraiser has not yet saved or submitted the AQA.
- **Saved** – Cases identified as saved have been saved, but not submitted, by the assigned review appraiser.
- **Submitted** – Cases identified as submitted have been submitted by the review appraiser, but not yet received and processed by REAC.
- **Rejected** – Cases identified as rejected have been rejected for payment by REAC.
- **On-hold** – Cases identified as on-hold have been placed on-hold by REAC pending receipt of additional supporting documentation.
- **REAC Processing** – Cases identified as REAC Processing are currently being reviewed by REAC during REAC's initial quality check of an AQA.
- **REAC Technical Review** – Cases identified as REAC Technical Review are currently being reviewed by REAC during a secondary quality check.
- **Approved** – Cases identified as Approved have been approved by REAC for payment and will be included on the next invoice.

### 3. AQA Forms Query for Review Appraisers

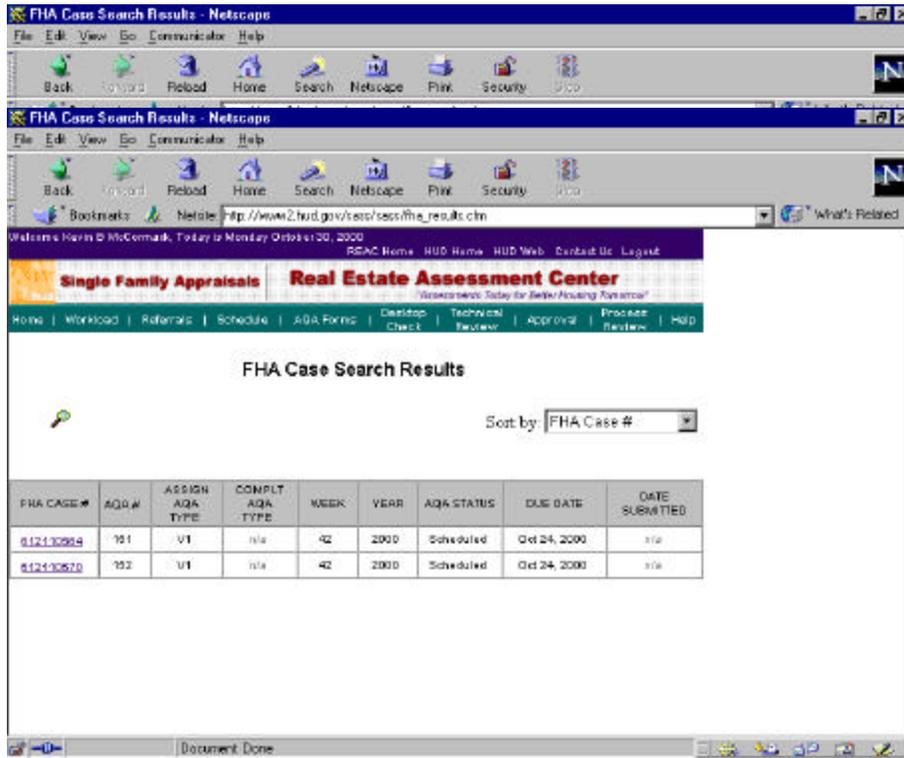
For Release 2.1 Review Appraisers will be able to query SASS Online to view information about those cases that they are scheduled to complete. When your Review Appraiser enters SASS Online they will click the AQA Forms button on the Navigation Banner. The next screen displayed will be the FHA Form Selector screen, as shown below:



*FHA Form Selector screen*

Using the queries listed in the Choose Time Frame fields a Review Appraiser can search the system for all cases that meet the desired criteria. This will eliminate the need for you to contact your Review Appraisers every week with the list of cases they are to complete. Instead, Review Appraisers can access the FHA Form Selector screen, enter “all” as the value in the **Week** and **Year** drop down boxes. Then, if they enter **Scheduled** in the **Status** drop down box, SASS Online will display the complete list of cases you have assigned them to complete. Review Appraisers can also use this functionality to determine which cases they have submitted, which cases they have saved, etc.

After searching the system the next screen displayed will be the **FHA Case Search Results** screen, as shown below:



**FHA Case Search Results** screen

Review Appraisers can access the 1038 AQA Form for a specific case by clicking on the hyper-linked **FHA Case #**.

The **FHA Form Selector** screen still allows the Review Appraiser to access the AQA Form using the specific FHA Case Number. This is done by entering the FHA Case Number in the **Enter FHA Case #** field.