

KROWDS Training Guide



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KROWDS Overview

The Kentucky Right of Way Data System (KROWDS) supports the Division of Right of Way and Utilities during the parcel appraisal process. The Division of Right of Way and Utilities is a component of the Office of Project Development within the Department of Highways. The division holds responsibility for the acquisitions of all rights of way, including Appraisals, appraisal reviews, negotiations, and property management. KROWDS standardizes a data collection and value calculation workflow that ensures property appraisals are administered in a fair and consistent manner.

KROWDS Links

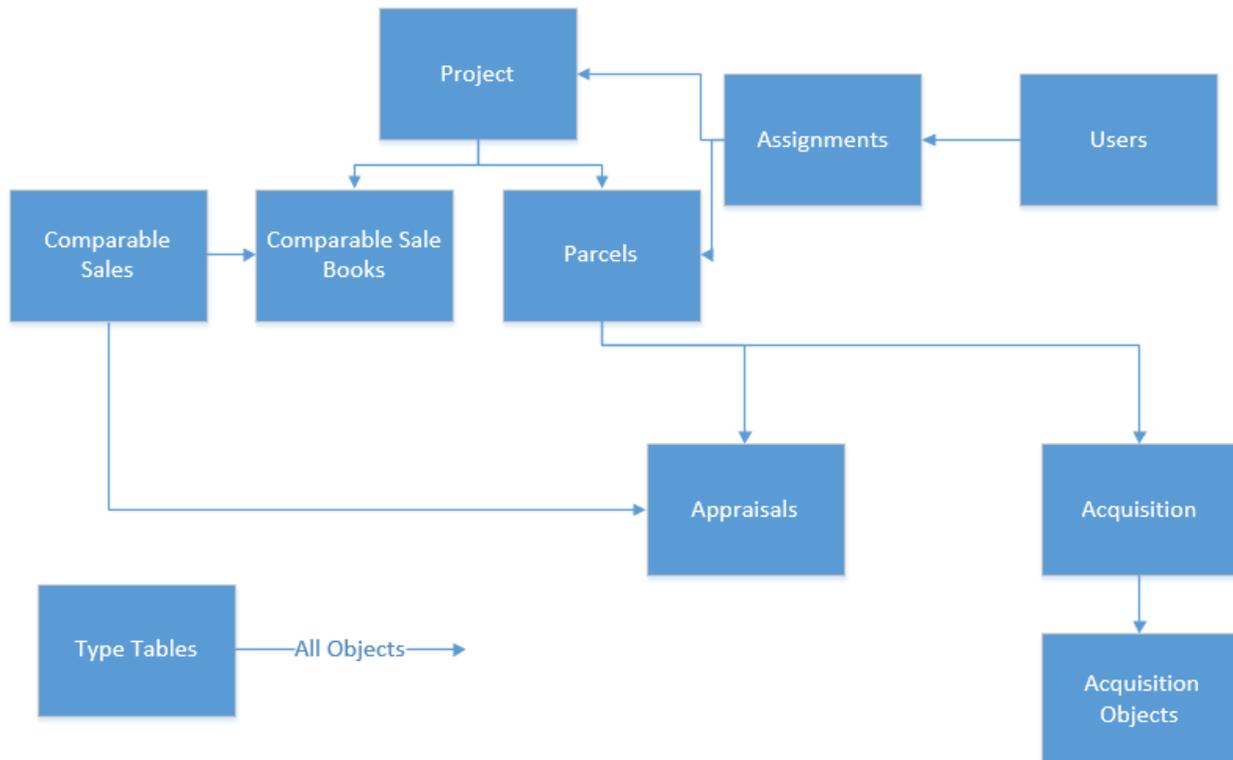
Internal Users with KYTC accounts use:

<https://apps.intranet.kytc.ky.gov/krowds>

External users without KYTC accounts use:

<https://apps.transportation.ky.gov/krowds>

KROWDS Context Diagram



Users

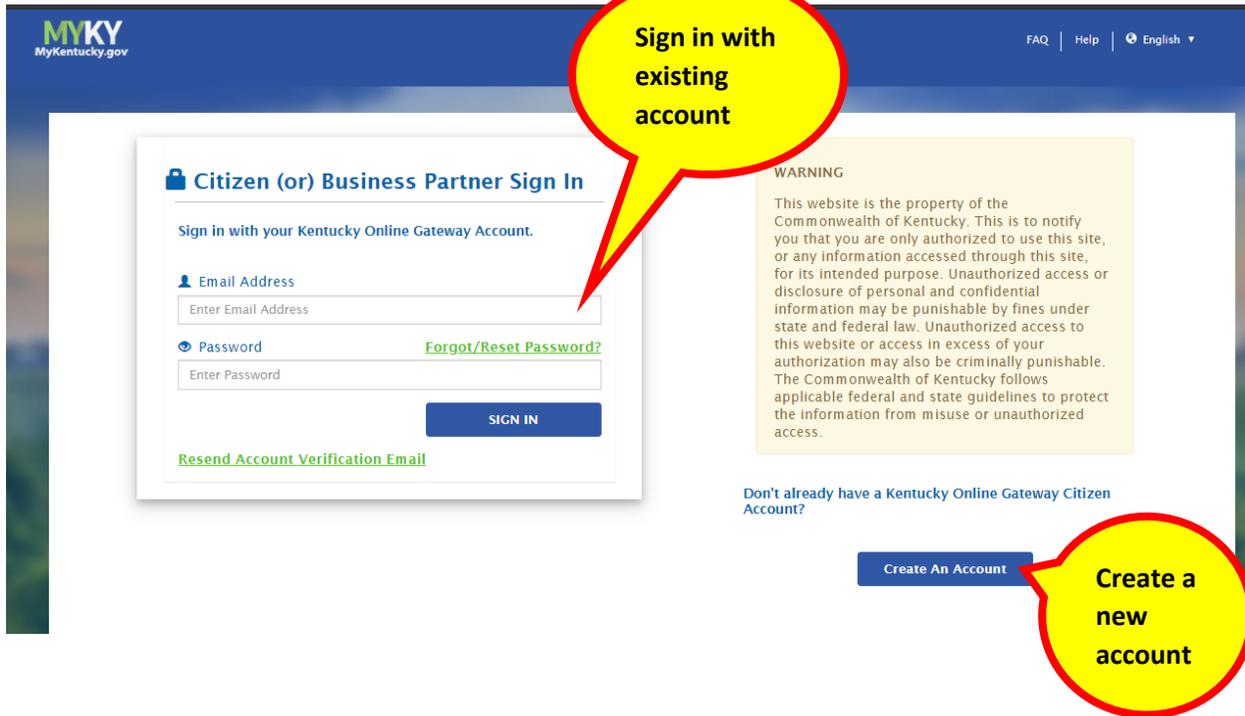
KROWDS supports both internal KYTC users and external Non-KYTC users. Internal users authenticate with the same Active Directory Accounts used to sign into their everyday workstations. External users must create an account with COT's Kentucky Online Gateway. All users must be approved and assigned a role before accessing KROWDS.

Steps to add a new user:

1. For external users the KROWDS link will lead to the Kentucky Online Gateway. External users must create an account to use with KROWDS. Internal users do not need to use the Kentucky Online Gateway and can go directly to step 2.

External users without KYTC accounts use:

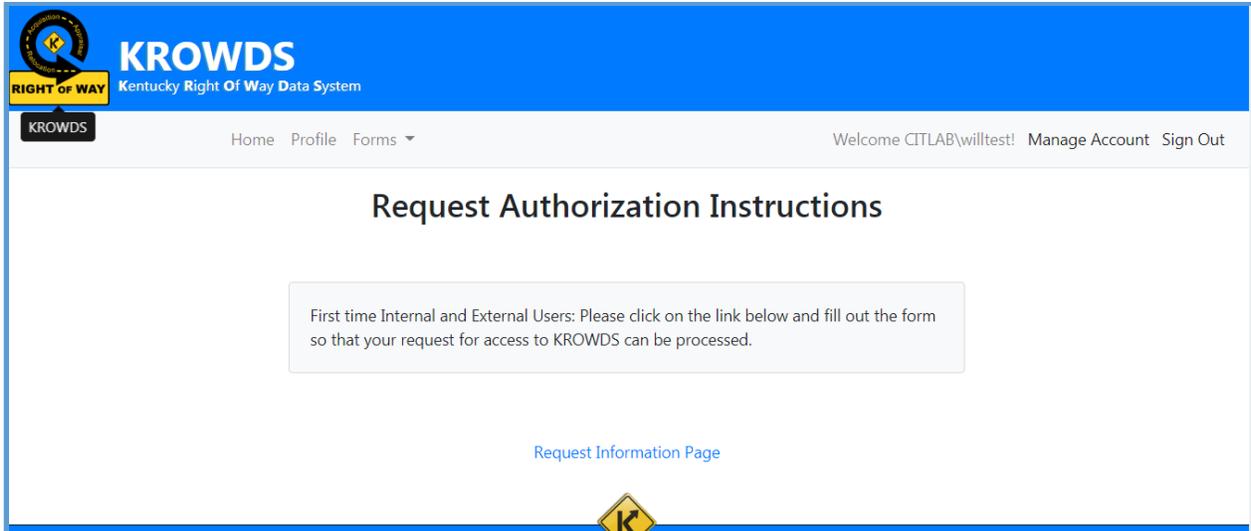
<https://apps.transportation.ky.gov/krowds>



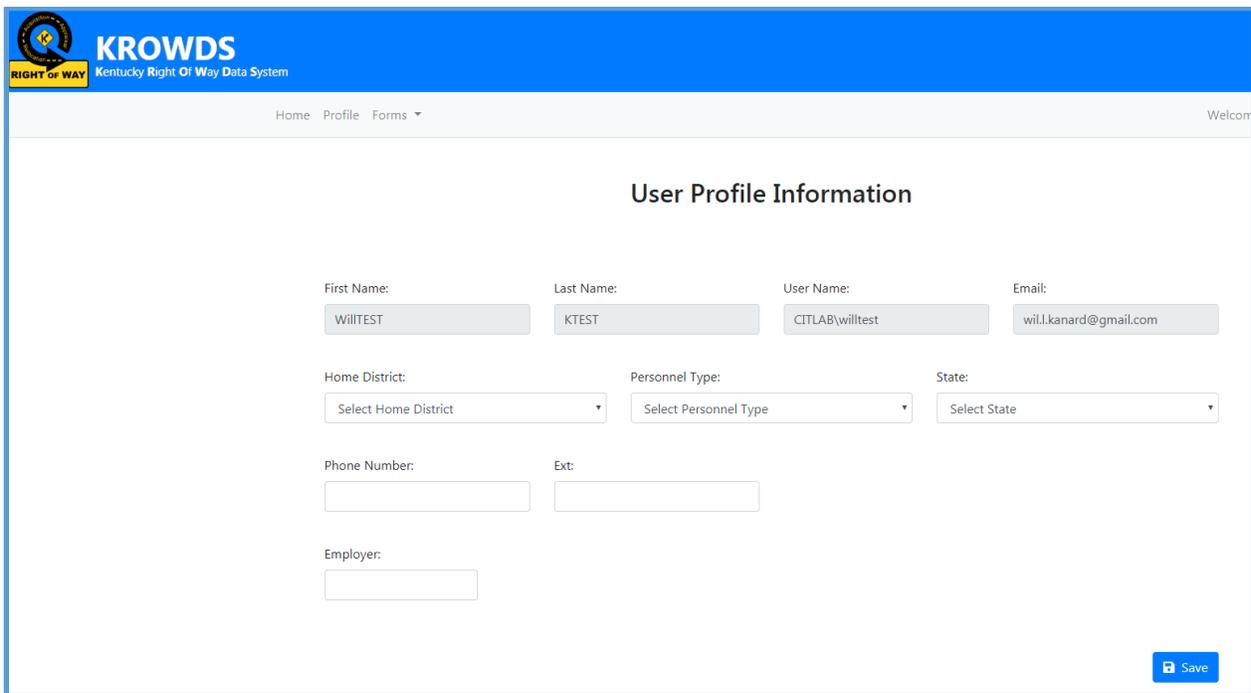
2. New user visits the KROWDS request access page and inputs account information

Internal Users with KYTC accounts use:

<https://apps.intranet.kytc.ky.gov/krowds>



The screenshot shows the KROWDS (Kentucky Right Of Way Data System) interface. The header includes the KROWDS logo and navigation links: Home, Profile, Forms. The user is identified as CITLAB\willtest! with links for Manage Account and Sign Out. The main heading is "Request Authorization Instructions". A central message box states: "First time Internal and External Users: Please click on the link below and fill out the form so that your request for access to KROWDS can be processed." Below this is a blue link labeled "Request Information Page". A yellow diamond icon with a black 'K' is positioned at the bottom center of the page.



The screenshot displays the "User Profile Information" form in the KROWDS system. The form fields are as follows:

- First Name: WillTEST
- Last Name: KTEST
- User Name: CITLAB\willtest
- Email: will.kanard@gmail.com
- Home District: Select Home District (dropdown menu)
- Personnel Type: Select Personnel Type (dropdown menu)
- State: Select State (dropdown menu)
- Phone Number: (text input field)
- Ext: (text input field)
- Employer: (text input field)

A blue "Save" button is located in the bottom right corner of the form area.

3. New user must be approved by Director or Central Office Role with Manage Users exception

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms ▾ Reports ▾ Welcome CITLAB\bobdriskell! Manage Account Sign Out

System Notification: Test Notification

Search User Requests Announcements Admin

Search Search

1 2

Manage Roles Manage Notifications
Manage Exceptions Manage Quick Links
Manage Companies Create Project
Manage Type Tables
Copy Comp Sale

4. New user must be added to a role

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms ▾ Reports ▾ Welcome CITLAB\bobdriskell! Manage Account Sign Out

System Notification: Test Notification

Search User Requests Announcements Admin

Search Search

1 2

Manage Roles Manage Notifications
Manage Exceptions Manage Quick Links
Manage Companies Create Project
Manage Type Tables
Copy Comp Sale

5. New user may then be assigned to a project and/or parcel

User Details:

1. External User request access
 - Users not on KYTC's network must create Kentucky Online Gateway accounts
 - Visit <https://apps.transportation.ky.gov/krowds> to request access

2. Internal User request access

- Users on KYTC's network use their existing KYTC accounts to request access (KYTC employees in the field may need to request VPN access to connect to the internal network when off site)
- Visit <https://apps.intranet.kytc.ky.gov/krowds> to request access

3. Approve and Deny user access requests

The screenshot shows the KROWDS dashboard interface. At the top left is the logo for 'LIGHT OF WAY Kentucky Right Of Way Data System'. The main navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. A user greeting 'Welcome CITLAB\bobdriskell!' and links for 'Manage Account' and 'Sign Out' are on the right. A yellow notification bar reads 'System Notification: Test Notification'. Below this are four main sections: 'Search' with a search box and button; 'User Requests' with a large blue '1' circled in red; 'Announcements' with a large blue '2'; and 'Admin' with a list of links: 'Manage Roles', 'Manage Notifications', 'Manage Exceptions', 'Manage Quick Links', 'Manage Companies', 'Create Project', 'Manage Type Tables', and 'Copy Comp Sale'. A yellow warning icon is at the bottom center.

- All users must be approved
- Available from the User Request link on the Dashboard to Director or Central Office Role with Manage Users exception
- The number of users waiting to be approved will be displayed
- Visit <https://apps.transportation.ky.gov/krowds>

4. Assign Roles

The screenshot shows the KROWDS dashboard interface. At the top left is the logo for 'LIGHT OF WAY Kentucky Right Of Way Data System'. The main navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. A user greeting 'Welcome CITLAB\bobdriskell!' and links for 'Manage Account' and 'Sign Out' are visible. A yellow notification bar displays 'System Notification: Test Notification'. Below this are four dashboard widgets: 'Search' (with a search box and button), 'User Requests' (displaying the number '1'), 'Announcements' (displaying the number '2'), and 'Admin'. The 'Admin' widget contains a list of links: 'Manage Roles' (circled in red), 'Manage Notifications', 'Manage Exceptions', 'Manage Quick Links', 'Manage Companies', 'Create Project', 'Manage Type Tables', and 'Copy Comp Sale'. A small yellow 'K' logo is at the bottom center of the dashboard area.

- All users must have a role
- Available from the Manage Roles link on the Dashboard to Director or Central Office Role with Manage Users exception
- Visit <https://apps.transportation.ky.gov/krowds>
- Select View All to see existing roles
- Select a specific role to see existing users, assign a new user, or remove a user
- Possible user roles:
 - Director – works will all projects
 - Central Office – works with all projects
 - District – works with projects inside their district and projects to which they have been assigned
 - External – works with projects to which they have been assigned

5. Assign Exception Lists

This screenshot is identical to the one above, showing the KROWDS dashboard. In this instance, the 'Manage Exceptions' link within the 'Admin' widget is circled in red. All other elements, including the logo, navigation, notifications, and other dashboard widgets, remain the same.

- Exception lists are optional elevated permissions that can be added to user accounts who will serve as admins or super users
- Available from Manage Exception link on the Dashboard to Director or Central Office Role with Manage Users exception
- Visit <https://apps.transportation.ky.gov/krowds>
- Select View All to see existing exceptions
- Select a specific exception to see existing users, assign a new user, or remove a user
- Possible Exception Lists:
 - Dashboard Admin – Control Dashboard Announcements and Quick Links
 - Manage Users – Approve and Assign Users to Roles, Manage Exceptions
 - Manage Project – Create Projects and assign users to projects
 - Manage Type Tables – Add new options to dropdown menus
 - Comp Sale Override – Designate an already approved Comp Sale for more updates by appraiser
 - Copy Comp Sale – Copy an existing Comp Sale between projects
 - Acquisition Branch Manager – Review and Approve Administrative Settlements
 - District ROW Supervisor – Review and approve acquisition packets, Assign Range of Value Preparers, Generate Notices of Proposed Acquisition
 - Central Office Acquisition Review - Review and approve acquisition packets
 - Program Coordinator – Input eMARS Vendor number and Invoice number on approved acquisition packets

6. Manage existing users

The screenshot shows the KROWDS (Kentucky Right Of Way Data System) dashboard. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, Reports. A system notification bar displays 'Test Notification'. The main dashboard area is divided into four sections: Search, User Requests (with a large '1'), Announcements (with a large '2'), and Admin. The Admin section contains a list of links: Manage Roles (circled in red), Manage Notifications, Manage Exceptions, Manage Quick Links, Manage Companies, Create Project, Manage Type Tables, and Copy Comp Sale. A yellow warning sign icon is visible at the bottom center of the dashboard.

- Available from Manage Roles link on the Dashboard to Director or Central Office Role with Manage Users exception

- Visit <https://apps.transportation.ky.gov/krowds>
- Select View All to see existing users and edit user profiles
- Add companies to users
- Remove companies from users
- Deactivate users
- Update user profile data

7. Add Electronic Signature

- Available to all Users
- Select Profile in the menu at the top of the page
- Use the Upload Electronic Signature button to add a signature to your profile
- Bring your own signature file or generate one with a free tool like:
 - <https://www.docsketch.com/online-signature/>
 - <https://onlinesignature.com/draw-a-signature-online>
 - <https://signature-maker.net/signature-creator>
 - <https://createmysignature.com/>
- The uploaded signature will display on Acquisition forms and packets after approval

Companies

Companies are linked to users as employers on each user profile page. Non State users should be linked to a Pre-Qualified company record before they can create or edit KROWDS data.

1. Add new Company

The screenshot displays the KROWDS web application interface. At the top, the logo for 'KROWDS Kentucky Right Of Way Data System' is visible. The navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. A system notification banner reads 'System Notification: Test Notification'. Below this are four main sections: 'Search' with a search box and button, 'User Requests' with a large number '1', 'Announcements' with a large number '2', and 'Admin' with a list of options. The 'Admin' section includes 'Manage Roles', 'Manage Notifications', 'Manage Exceptions', 'Manage Companies' (circled in red), 'Manage Quick Links', 'Create Project', 'Manage Tables', and 'Copy Comp Sale'. A yellow warning sign icon is visible at the bottom center of the page.

Company Search

[+ Add Company](#)

Company:

Pre-Qualified:

Type:

State:

[Search](#)



Home Profile Forms Reports Welcome KYTC/Will

Company Details

*Vendor #:

*Tax ID:

*Company Name:

eMARS Alias:

*KROWDS Alias:

*Company Type:

*State:

Phone Number:

Pre-Qualified: Yes No

Remarks:



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- Available to Central Office and Director Role from Manage Companies link on the Central Office Dashboard
- Use Vendor# to search eMars for valid companies and then input KROWDS specific information

2. Edit existing Company

Home Profile Forms Reports Welcome KYTCW

Company Details

*Vendor #:	VC0000120144	*Tax ID:	XXXXX1799
*Company Name:	CITY OF CAVE CITY		
eMARS Alias:		*KROWDS Alias:	Cave City
*Company Type:	Company	*State:	Kentucky
Phone Number:	5021547845	Pre-Qualified:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Remarks:			



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- Available to Central Office and Director Role from Manage Companies link on the Central Office Dashboard
- After a company is created edit the Alias, Type, Phone, Remarks, and Pre-Qualified Status

3. Search for Company

Home Profile Forms Reports

Company Search

[+ Add Company](#)

Company:

Pre-Qualified:

Type:

State:

[Search](#)

- Available to Central Office and Director Role from Manage Companies link on the Central Office Dashboard
- Search on Name or Alias
- Filter by Pre-Qualified Status ,Type, or State

Dashboards

The Dashboards is based on User Role and Assignments.

1. Admin Dashboard Widgets

- Approve/Deny new user access requests – If Director Role or have Manage User exception
- Create Projects – If Director Role or have Manage Project Exception
- Manage User Profiles, Roles, and Exceptions – If Director Role or have Manage User exception
- Manage Companies – If Director and Central Office Role
- Manage Announcements - If Director Role or have Dashboard Admin exception
- Manage Notifications - If Director Role or have Dashboard Admin exception
- Manage Type Tables- If Director Role or have Manage Type Tables exception
- Manage Quick Links - If Director Role or have Dashboard Admin exception

The screenshot shows the KROWDS (Kentucky Right Of Way Data System) dashboard. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, Reports. The main content area is divided into several sections:

- Search:** A search input field with a blue 'Search' button.
- User Requests:** A widget displaying the number '0'.
- Announcements:** A widget displaying the number '0'.
- Quick Links:** A widget with a 'Test Quick Link' button.
- Admin:** A central section with a list of administrative options: Manage Roles, Manage Notifications, Manage Exceptions, Manage Quick Links, Manage Companies, Create Project, Manage Type Tables, Manage Acquisition Checklist, and Copy Comp Sale. A red callout bubble with a yellow background and black text points to this section, containing the text 'Admin Option'.
- My Work:** A section at the bottom with a 'Display As' dropdown menu currently set to 'Print Manager'.

2. All Dashboards

- Search Projects and Parcels
- View Announcements, Notifications, and Quick Links
- Print Blank Forms

The screenshot shows the 'My Work' dashboard interface. At the top left, there is a search bar with a 'Search' button. A yellow callout bubble points to this search bar with the text: 'Search all project and parcels. Enter a parcel or Item #'. To the right of the search bar are 'Announcements' (showing 0) and 'Quick Links' (with a 'Test Quick Link' button). Below these is the 'My Work' section, which includes a 'Display As' dropdown menu currently set to 'Project Manager'. Underneath are two blue bars: '+ Projects (1)' and '+ Acquisition Packets (0)'. At the bottom, there is a 'Projects' section with filters for 'District' and 'County', and a 'Search' button. A second yellow callout bubble points to these filters with the text: 'Search projects by District or County'.

3. My Work Dashboard Widget

The My Work dashboard widget is controlled by your user role and assignments. Select what assignment type or role you would like to work with from the drop down and view your assigned work in the grid.

This screenshot shows the 'My Work' dashboard with the 'Display As' dropdown menu open. The menu lists four options: 'Project Manager', 'Project Manager', 'Appraisal Reviewer', and 'Appraiser'. The 'Appraisal Reviewer' option is currently selected and highlighted in blue. Below the dropdown are the same two blue bars: '+ Projects (1)' and '+ Acquisition Packets (0)'.

Possible view options:

- Project Manager – View Projects and Acquisition Packets. Filter by Project Status and Packet Status
- Final Approver – View Appraisals. Filter by Appraisal Status
- Appraiser - View Appraisals and Comparable Sales. Filter by Appraisal Status

- Appraisal Reviewer - View Appraisals and Comparable Sales. Filter by Appraisal and Sale Status

- Acquisition Agent – View Acquisition Packets. Filter by Packet Status
- District ROW Supervisor - View Projects and Acquisition Packets. Filter by Project Status and Packet Status
- Central Office Acquisition Review - View Acquisition Packets. Filter by Packet Status
- Program Coordinator - View Acquisition Packets. Filter by Packet Status

Projects

Projects are the central building block of KROWDS. Projects must be created before parcels, comparable sales, and appraisals. Each project may have multiple Comparable Sale Books and multiple Parcels. In KROWDS Project Managers, Alternate Project Managers, and Final Approvers are assigned to specific Projects.

1. Initiate SYP Project

- Available from Create Project link on the Dashboard to Director Role or Central Office Role user with Manage Project exception

The screenshot displays the KROWDS (Kentucky Right Of Way Data System) dashboard. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, and Reports. A system notification bar shows 'Test Notification'. The main dashboard area is divided into four sections: Search, User Requests (with a large '1'), Announcements (with a large '2'), and Admin. The Admin section contains a list of links: Manage Roles, Manage Notifications, Manage Exceptions, Manage Quick Links, Manage Companies, Create Project (circled in red), Manage Type Tables, and Copy Comp Sale. A small yellow diamond icon with a 'K' is visible at the bottom center of the dashboard.

- Select Type and District, then input Item Number
- Select a Program Code / Funding Strip and select Save

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports Welcome

Project Initiation

Type: District: Item #:

[Search For Project](#)

2. Initiate RWU Project

- Available from Create Project link on the Dashboard to Director Role or user with Manage Project exception

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports Welcome CITLAB\bobdriskell! Manage Account Sign Out

System Notification: Test Notification

Search User Requests Announcements Admin

Search Search

1 2

Manage Roles Manage Notifications
Manage Exceptions Manage Quick Links
Manage Companies **Create Project**
Manage Type Tables
Copy Comp Sale

- Select Type, then input Authorization Number
- Select a Program Code / Funding Strip and select Save

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports Welcome

Project Initiation

Type: Authorization #:

[Search For Project](#)

3. Edit Project

- Available to Director Role or Central Office Role user with Manage Project exception
- Edit eMARS#, Funding Strip, Status, Official Order Number and Comments
- Link available to the Project Manager's Toolbox
- On the Dashboard, search for a project or select an assigned project from the My Work grid

The screenshot shows the 'Edit Project' page in the KROWDS system. The page title is 'Edit Project'. There are four expandable sections, each with a plus sign icon: 'Project Information', 'Project Assignments', 'Parcel', and 'Comp Sale Books'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

4. Project Authorization Documents

- Director Role or Central Office Role user with Manage Project exception can upload documents
- Any user with access to the project can view uploaded documents

The screenshot shows the 'Edit Project' page in the KROWDS system. A yellow callout bubble with a red border and a pointer to the 'Project Information' section contains the text 'Expand to upload documents'. The form has the same layout as the previous screenshot, with four expandable sections and 'Save' and 'Cancel' buttons at the bottom right.

5. Assign Users to Project

- Available to Director Role or Central Office role with Manage User Exception

- Assign Multiple Project Managers, Alt Project Managers, and Final Approvers

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Edit Project

+ Project Information

- Project Assignments

+ Add Project Manager + Add Alt. Project Manager + Add Final Approver

Search:

Name	Assignment	Assignment Date	
Madhuri Turlapati	Project Manager	2/2/2018	Remove
Will Kinnaird	Project Manager Alternate	2/2/2018	Remove

Showing 1 to 2 of 2 entries

+ Parcel

+ Comp Sale Books

[Save](#) [Cancel](#)

6. View Parcel List

- View all parcels for a single project
- View and Print Appraisals

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports Welcome

Edit Project

+ Project Information

+ Project Assignments

+ Parcel

+ Comp Sale Books

[Save](#) [Cancel](#)

7. Add Parcels to Project

- Available to Project Managers and Alt Project Managers

- Select the Add Parcel button in the Parcel section of the project page

The screenshot shows the 'Edit Project' page in the KROWDS system. The page has a blue header with the KROWDS logo and navigation links. Below the header, there are sections for 'Project Information', 'Project Assignments', and 'Parcel'. The 'Parcel' section is expanded, showing a table of parcels. A yellow callout bubble with a red border points to the '+ Add Parcel' button, with the text 'Add a new Parcel' inside.

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area			
033	Logan	Surface	S,N,L,P,B,STAX	001	20.0000 Acres	Edit	Print Appraisal	Print Review
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	Edit		
04573	Jefferson	Mineral		5		Edit	Print Appraisal	Print Review

8. Edit Existing Parcels

- Available to Project Managers and Alt Project Managers

The screenshot shows the 'Edit Project' page in the KROWDS system, similar to the previous one. A yellow callout bubble with a red border points to the 'Edit' button for the parcel with ID 033, with the text 'Edit existing Parcels' inside.

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area			
033	Logan	Surface	S,N,L,P,B,STAX	001	20.0000 Acres	Edit	Print Appraisal	Print Review
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	Edit		
04573	Jefferson	Mineral		5		Edit	Print Appraisal	Print Review

9. View Comparable Sale Books

- Available to Directors and users who have been assigned to the project

The screenshot shows the KROWDS (Kentucky Right Of Way Data System) interface. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, Reports, and Welcome. The main content area is titled "Edit Project" and contains four expandable sections: Project Information, Project Assignments, Parcel, and Comp Sale Books. A yellow callout bubble with a red border points to the "Comp Sale Books" section, containing the text: "Expand to view or print all Comp Books". At the bottom right of the page, there are "Save" and "Cancel" buttons.

Parcels

Parcels are individual tracts of land associated with a Highways Project. Each project may have multiple parcels. The Division of Right of Way may acquire parcels wholly or partially. The Division of Right of Way may also acquire permanent and/or temporary easements to a parcel. In KROWDS, Appraisers and Appraisal Reviewers are assigned to specific parcels. Each parcel may have multiple appraisals, although only one appraisal will be selected for Final Approval.

1. Add Parcel to Project

- Available to assigned Project Managers or Project Manager Alternates
- Navigate to a Project, then select the “Add Parcel” button inside the Parcel section on the Project page
- Parcels can also be added directly from an existing Parcel page. Use the Add Another Parcel button at the top of the Parcel page to create another parcel for the same project
- Enter required data in the Parcel Summary Information and Project Management sections, then select the “Save” button

The screenshot shows the 'Edit Project' page in the KROWDS system. The page has a blue header with the KROWDS logo and navigation links (Home, Profile, Forms, Reports). The main content area is titled 'Edit Project' and contains several sections: 'Project Information', 'Project Assignments', and 'Parcel'. The 'Parcel' section is expanded, showing a table of existing parcels. A yellow callout bubble with a red border points to a green '+ Add Parcel' button located below the 'Parcel' section header. The table below the button has the following data:

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area	Actions
033	Logan	Surface	S,N,L,P,B,ST,AX	001	20.0000 Acres	[Edit] [Print Appraisal] [Print Review]
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	[Edit]
04573	Jefferson	Mineral		5		[Edit] [Print Appraisal] [Print Review]

2. Edit Parcel

- Available to assigned Project Managers or Project Manager Alternates
- From the dashboard, select a parcel from My Work or use the search widget to find a parcel
- Edit the Parcel Summary Information and Project Management sections

- Add and Edit the Area Acquired section (also editable by assigned Appraisal Reviewer)
- Edit the Area Severed section (also editable by assigned Appraisal Reviewer)
- Add and Edit the Owner Details section

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Edit Project

+ Project Information

+ Project Assignments

- Parcel

Print Multiple Appraisals

+ Add Parcel

Show 10 entries Search:

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area	
033	Logan	Surface	S,N,L,P,B,ST,AX	001	20.0000 Acres	Edit Print Appraisal Print Review
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	Edit
04573	Jefferson	Mineral		5		Edit Print Appraisal Print Review

Edit existing Parcels

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Parcel Information

+ Add Another Parcel

+ Expand All

+ Parcel Summary Information (Required)

+ Area Acquired

+ Area Severed

+ Project Management (Required)

+ Owner Details

+ Assignments

Save Cancel

3. Assign Users to Parcel

The screenshot shows the 'Parcel Information' form in the KROWDS system. The form has a blue header with the KROWDS logo and 'Kentucky Right Of Way Data System'. Below the header is a navigation bar with 'Home', 'Profile', 'Forms', and 'Reports'. The main content area is titled 'Parcel Information' and contains several expandable sections: '+ Expand All', '+ Add Another Parcel', '+ Parcel Summary Information (Required)', '+ Area Acquired', '+ Area Severed', '+ Project Management (Required)', '+ Owner Details', and '+ Assignments'. The '+ Assignments' section is circled in red. At the bottom right of the form are 'Save' and 'Cancel' buttons.

- Available to assigned Project Managers or Project Manager Alternates
- Assign multiple Appraisers to each Parcel
- Assign an Appraisal Reviewer to each Parcel
- Assign an Acquisition Agent to each Parcel
- On the Parcel page in the Assignments section use the Add and Remove buttons to manage assignments
- Save the Parcel after updating Assignments to finalize changes

4. View Parcel

- Available to any user assigned to the Parcel or the Project that contains the Parcel
- All parcel data can be viewed but not edited
- Select a Parcel from the Project page, from the Dashboard grids, or from the Dashboard search

Comparable Sale Books

Each Appraiser assigned to a parcel may create a single Comparable Sale Book per project. The Book may contain multiple individual Comparable Sales. Comparable Sales are recent sales similar to the property being appraised used to determine a market value for the property. The assigned Appraisal Reviewer must approve each Comparable Sale before use during the Appraisal process. KROWDS contains a Comparable Sale Book page that allows users to manage individual sales and generate pdf reports.

1. Comparable Sale Workflow

1. Appraiser and Appraisal Reviewer assigned to a Parcel
2. Appraiser creates a Comparable Sale Book
3. Appraiser adds Comparable Sales to the Book
4. Appraiser populates Comparable Sale data
5. Appraiser validates each sale
6. Appraiser certifies the Comparable Sale Book
7. Appraiser Submits all validated sales for review
8. Appraisal Reviewer Approves/Rejects/Denies each Comparable Sale
9. Approved Comparable Sales can be used during the Appraisal Process. All Appraisers on the same project share approved Sales during the Appraisal process.

2. Appraiser

2.1 Create a single Comparable Sales Book for each assigned project

- Select “Add Comp Book” from the Appraiser Dashboard or the Project page

2.2 Add Comparable Sales to the Book

- Select “Add Comp Sale” from the Comparable Sales Book page, enter a Draft name and select Rural or Non-Rural

2.3 Enter Comparable Sale Data

- Select “Edit” on a specific Sale from the Book page. Then select a section from the left hand menu. There is no requirement that appraisers complete the sections in any specific order. Input data will be AutoSaved. Required fields are marked with an asterisk (*). Required fields will be checked for data when the Comp Sale is selected for Validation by the Appraiser. Sales not yet validated will be in Draft status.
 - Sale Summary
 - Physical Characteristics
 - Sales Analysis
 - Proximity and Grade
 - Buildings

- Income
- Classifications
- Improvements
- Attachments
- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data
 - Green  = Section complete with all required data populated

2.4 Validate a Comparable Sale

- After data is populated, select “Validate” on a specific Sale from the Book page. Any sections still missing required data will be listed so the Appraiser can update. Validated Sales not submitted to the Reviewer will be in Pending Status.

2.5 Certify a Comparable Sales Book

- Select “Certify” from the Comparable Sales Book page to officially certify the book

2.6 Submit a Comparable Sales Book

- Select “Submit” from the Comparable Sales Book page to send any pending sales to the Appraisal Reviewer for review. Sales sent to the Reviewer will be in Submitted status.
- The Book can be submitted multiple times to accommodate sending sales back and forth between Appraiser and Appraisal Reviewer

2.7 Print an Individual Comparable Sale

- From the Comparable Sales Book page, select the Preview button in the grid next to a specific Comparable Sale
- The Comparable Sale Report opens as pdf document in a new tab (pop up blocker must be turned off)
- The pdf document can be saved, printed, and emailed

2.8 Print the entire Comparable Sales Book

- From the Comparable Sales Book page, select the Preview Book button at the bottom of the page
- The Comparable Sales Book Report opens as pdf document in a new tab (pop up blocker must be turned off)
- The pdf document can be saved, printed, and emailed
- Sales in Draft Status are not included in the Book report

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Comparable Sales Book

+ Add Comp Sale

- + Drafts
- + Comparable Sales
- + Attachments

Preview Book Submit

Draft Comp Sales

Validated Sales

Book Attachments

Add a new Comp Sale to Book

Generate CS Book report as pdf

Send validated Pending sales to the Reviewer

KROWDS Kentucky Right Of Way Data System

Home Profile Forms Reports Welcome CTV

Comp Sale

- ✓ Sale Summary
- ✓ Phy. Characteristics
- ✓ Sales Analysis
- ✓ Proximity and Grade
- ✓ Buildings
- ✓ Income
- ✓ Classifications
- ✓ Site Improvements
- ✓ Attachments

Preview

Back To Comp Book

Sale Summary - [ID]

*Comp Sale #: 1

*Sale Date: 9/5/2018 12:00:00 AM

*Location: 1

*Land Area: 1

*UOM: LS

Madison x

*Grantee: you

*Date Inspected: 9/5/2018 12:00:00 AM

Selectable
Navigation
Menu

Input Sale
data

Generate
Comp Sale
report as pdf

View the
Comp Book

Appraisal Reviewer

3.1 View Comparable Sale Books and Comparable Sales

- Appraisal Reviewer has read-only access to submitted comparable sales
- Select the Review Comp Book button from the My Work section of the Appraisal Reviewer Dashboard. If there are multiple books on the project, select a specific appraiser's book. Then select an individual sale to review.

3.2 Approve Comparable Sales

- Select "Approve" from the Comp Book page and save to approve a sale for use during the Appraisal process

3.3 Reject Comparable Sales

- Select "Reject" from the Comp Book page and save to reject a sale and send back to the appraiser for edits

3.4 Deny Comparable Sales

- Select "Deny" from the Comp Book page to reject a sale but allow no more editing by any user

3.5 Print an Individual Comparable Sale

- From the Comparable Sales Book page, select the Form button next to a specific Comparable Sale
- The Comparable Sale Report opens as pdf document in a new tab (pop up blocker must be turned off)

- The pdf document can be saved, printed, and emailed
- Sales in Draft Status will display a Draft heading on the pdf document

3.6 Print the entire Comparable Sales Book

- From the Comparable Sales Book page, select the Preview Book button at the bottom of the page
- The Comparable Sales Book Report opens as pdf document in a new tab (pop up blocker must be turned off)
- The pdf document can be saved, printed, and emailed
- Sales in Draft Status are not included in the Book report

The screenshot displays the KROWDS web application interface for the 'Comparable Sales Book - Appraisal Reviewer'. The interface includes a navigation menu with 'Home', 'Profile', 'Forms', and 'Reports'. The main content area shows a list of sales categories: '+ Submitted Sales', '+ Complete Sales', '+ Comments', and '+ Attachments'. A 'Preview Book' button is located at the bottom right. Four yellow callout bubbles with red borders provide annotations: 'Sales waiting for Review' points to 'Submitted Sales'; 'Sales already reviewed' points to 'Complete Sales'; 'Book Attachments' points to 'Attachments'; and 'Generate CS Book report as pdf' points to the 'Preview Book' button.

4. Other Users

Other users can access the project and comparable sales book page if their role or assignments allow.

4.1 Print an Individual Comparable Sale

- Select or Search for a project on the dashboard. From the project page, select a Comparable Sales Book to view. From the Comparable Sales Book page, select the Preview button next to a specific Comparable Sale
- The Comparable Sale Report opens as pdf document in a new tab (pop up blocker must be turned off)
- The pdf document can be saved, printed, and emailed

4.2 Print the entire Comparable Sales Book

- Select or Search for a project on the dashboard. From the project page, select a Comparable Sales Book to view. From the Comparable Sales Book page, select the Preview Book button at the bottom of the page
- The Comparable Sales Book Report opens as pdf document in a new tab (pop up blocker must be turned off)
- The pdf document can be saved, printed, and emailed

- Sales in Draft Status are not included in the Book report

Appraisals

1. Appraisal Workflow

1. Appraiser and Appraisal Reviewer assigned to a Parcel
2. Final Approver assigned to a Project
3. Appraiser creates an Appraisal
4. Appraiser populates Appraisal Data
5. Appraiser certifies the Appraisal
6. Appraisal Reviewer Recommends the Appraisal for Approval or Sends back to Appraiser for updates
7. Final Approver inputs the Final Approved Amount and marks the Appraisal complete

2. Appraiser

2.1 Create a single Appraisal per Appraiser for each Parcel

- Select “Add Appraisal” from the Appraiser Dashboard or the Project page – Parcel List

2.2 Enter Appraisal Data

- Select “Edit Appraisal” from the Appraiser Dashboard or the Project page - Parcel List. Then select a section from the left hand menu. Input data will be AutoSaved. There is no requirement that Appraisers populate data in strict sheet order although later sheets like Approaches, Correlation and Allocations, and Recapitulation use general data input on sheets 1 through 3. Required fields are marked with an asterisk (*). Required fields will be checked for data when the Appraisal is selected for Certification by the Appraiser
 - Owner Details - Sheet 1
 - Contingent and Limiting Conditions – Sheet 1
 - Five-Year Sales Record – Sheet 2
 - Location and Neighborhood – Sheet 2
 - Land Description – Sheet 2
 - Site Improvements – Sheet 2
 - Physical Characteristics – Sheet 2
 - Building Listing – Sheet 2
 - Proximity and Grade – Sheet 3
 - Attachments – Sheets 3 and 4
 - Approach
 - a. Before
 - i. Cost – Sheets 5 and 6

- ii. Income – Sheet 7
 - iii. Sales - Sheet 8
 - b. After
 - i. Cost – Sheets 11 and 12
 - ii. Income – Sheet 13
 - iii. Sales – Sheet 14
- Correlation and Allocation Before Value – Sheet 9
- After Value Data – Sheet 10
- Correlation and Allocation After Value – Sheet 15
- Recapitulation – Sheet 16
- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data
 - Green  = Section complete with all required data populated

2.3 Certify an Appraisal

- Select the Certification section from the Appraisal menu. Then use the “Certify” button to officially certify the Appraisal. Any sections missing required data will be listed and must be updated by the Appraiser before Certification can be completed. Locks all Appraisal data. Certified Appraisals sent to the Reviewer will be status In Review.

2.4 Print Appraisal

- Select Print button from inside the Appraisal or from the Parcel list on the Project page. From the Project Page – Parcel list it is possible to print multiple appraisals for the same project at once. Until the appraisal is certified, a Draft heading will display on the report.

The screenshot shows the 'Appraisal Home' interface. On the left is a navigation menu with items like 'Print Appraisal', 'Appraisal Home', and various sections marked with status icons (asterisk for required, exclamation mark for info, checkmark for complete). The main area shows 'Status: Draft', 'Date Assigned: 4/24/2018', 'Appraiser Name: Will Kinnaird', and 'Date Completed:'. A 'Certification' bar is at the bottom.

Generate PDF Appraisal Report (Callout pointing to 'Print Appraisal')

Selectable Navigation Menu with section status icons (Callout pointing to the left-hand menu)

Certify and Validate required fields (Callout pointing to the 'Certification' bar)

3. Appraisal Reviewer

3.1 View Appraisal

- Appraisal Reviewer has read-only access to certified Appraisals. Select “Review Appraisal” from the Appraisal Reviewer Dashboard. If there are multiple appraisals per parcel, also select a specific appraisal. Certified Appraisals sent to the Reviewer will be status In Review.

3.2 Complete the Appraisal Review and Review Recapitulation

- Select “Review Appraisal” from the Appraisal Reviewer Dashboard. Then select a section from the left hand menu. Required fields are marked with an asterisk (*). Required fields will be checked for data when the Appraisal is Recommended for Approval by the Appraisal Reviewer.
 - Recapitulation Review
 - Appraisal Review

3.3 Recommend the Appraisal for Approval.

- Select “Recommend for Approval” from the Appraisal Review page to approve an appraisal and send to the Final Approver. Locks all Review data. Appraisals recommended for Final Approval will be status In Final Review.

3.4 Send back to Appraiser

- Select “Send back to Appraiser” from the Appraisal Review page to reject an appraisal and send back to the appraiser for edits. Appraisals sent back to the Appraiser will be status Rejected.

3.5 Print Appraisal and Review

- Select Print button from inside the Appraisal or from the Parcel list on the Project page. From the Project Page – Parcel list it is possible to print multiple appraisals for the same project at once.

The screenshot displays the 'Appraisal Review' interface. On the left is a navigation menu under the heading 'Appraisal', listing various sections such as 'Owner Details (S1)', 'Contingent And Limiting Conditions (S1)', 'Five-Year Sales Record (S2)', 'Location And Neighborhood (S2)', 'Land Description (S2)', 'Site Improvements (S2)', 'Physical Characteristics (S2)', 'Building Listing (S2)', 'Proximity And Grade (S3)', 'Attachments (S3-4)', 'Approach', 'Correlation And Allocation Before (S9)', 'After Value Data (S10)', 'Correlation And Allocation After (S15)', 'Recapitulation (S16)', 'Recapitulation Review', 'Appraisal Review', and 'Final Approval'. A red box highlights the 'Recapitulation Review' and 'Appraisal Review' items. Below the menu is a 'Certification' button. The main content area is titled 'Appraisal Review' and includes a 'Print Review' button, a 'Property Owner' section with a dropdown menu (showing 'walmart'), an '*Acquisition Type:' dropdown (showing 'Entire Acquisition'), a '+ Review Checklist' button, a '+ Uneconomic Remnants' button, and a '*District Remarks:' text area containing 'testf'. A yellow callout bubble points to the 'Print Review' button with the text 'Generate PDF Appraisal Review Report'. Another yellow callout bubble points to the navigation menu with the text 'Selectable Navigation Menu to view Appraiser entered data'. A third yellow callout bubble points to the 'Recapitulation Review' and 'Appraisal Review' items with the text 'Sections to enter Review data'. A yellow callout bubble points to the 'Print Appraisal' button with the text 'Generate PDF Appraisal'. A small yellow diamond icon with a 'K' is visible in the bottom right corner of the interface.

4. Final Approver

4.1 View Appraisal and Review Data

- Final Approver has read-only access to certified Appraisals that have been “Recommended for Approval”. Select “Review Appraisal” from the Central Office Dashboard. Then select a section from the left hand menu.

4.2 Recommend the Appraisal for Approval

- Select the Final Approval section

- Select “Recommend for Approval” and enter an approval amount. Locks all Appraisal and Review data. After Recommended for Approval, appraisals will be status Approved

4.3 Update Approved Amount

- Select the Final Approval section
 - Enter a new approved amount and select the Save button. The approved date will be updated.

4.4 Send back to Reviewer

- Select the Final Approval section
 - Select “Send back to Reviewer”. Unlocks Review data for edits by the Appraisal Reviewer. Appraisals sent to the Reviewer will be status In Review.
 - Appraisals may be sent back even after the appraisal is approved if more edits are needed.

4.5 Send back to Appraiser

- Select the Final Approval section
 - Select “Send back to Appraiser”. Unlocks Appraisal data for edits by the Appraiser. Appraisal must be certified and reviewed again. Appraisals sent back to the Appraiser will be status Rejected.
 - Appraisals may be sent back even after the appraisal is approved if more edits are needed.

4.6 Print Appraisal and Review

- Select Print button from inside the Appraisal or from the Parcel list on the Project page. From the Project Page – Parcel list it is possible to print multiple appraisals for the same project at once

The screenshot shows a web application interface for appraisal management. At the top right, it says 'Page | 39'. The main header includes navigation links: 'Home', 'Profile', 'Forms', and 'Reports'. The left sidebar is titled 'Appraisal' and contains a 'Print Appraisal' button (highlighted by a yellow callout bubble) and an 'Appraisal Home' button. Below these are a list of checklist items, each with a green checkmark and a status in parentheses, such as 'Owner Details (S1)', 'Contingent And Limiting Conditions (S1)', 'Five-Year Sales Record (S2)', 'Location And Neighborhood (S2)', 'Land Description (S2)', 'Site Improvements (S2)', 'Physical Characteristics (S2)', 'Building Listing (S2)', 'Proximity And Grade (S3)', 'Attachments (S3-4)', 'Approach', 'Correlation And Allocation Before (S9)', 'After Value Data (S10)', 'Correlation And Allocation After (S15)', 'Recapitulation (S16)', and 'Recapitulation Review'. The 'Final Approval' item at the bottom of the list is highlighted with a red box and a yellow callout bubble. The main content area on the right is titled 'Final Approval' and contains a '*Remarks:' text area. Below the remarks area, it shows 'Approval Amount: N/A' and 'Approval Date: N/A'. At the bottom of this section are three buttons: a green 'Approve' button (highlighted by a yellow callout bubble), a teal 'Send back to Reviewer' button, and a partially visible red 'Send to Reviewer' button.

Generate PDF Appraisal Report

Selectable Navigation Menu to view Appraiser entered data

Final Approval Section

5. Other Users

5.1 Print Appraisal and Review

- Available to other users also assigned to the Project or whose Role allows viewing the Project page - Parcel List
- Select Print button from inside the Appraisal or from the Parcel list on the Project page. From the Project Page – Parcel list it is possible to print multiple appraisals for the same project at once