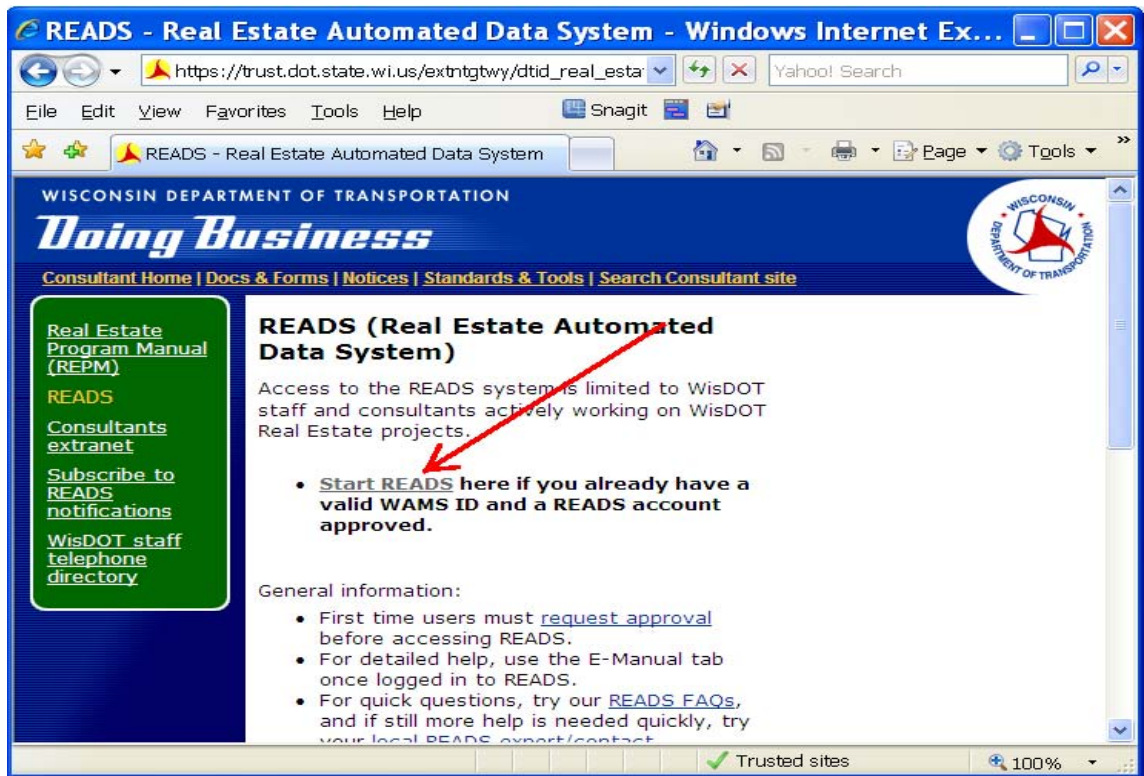


E-Submit an appraisal in READS

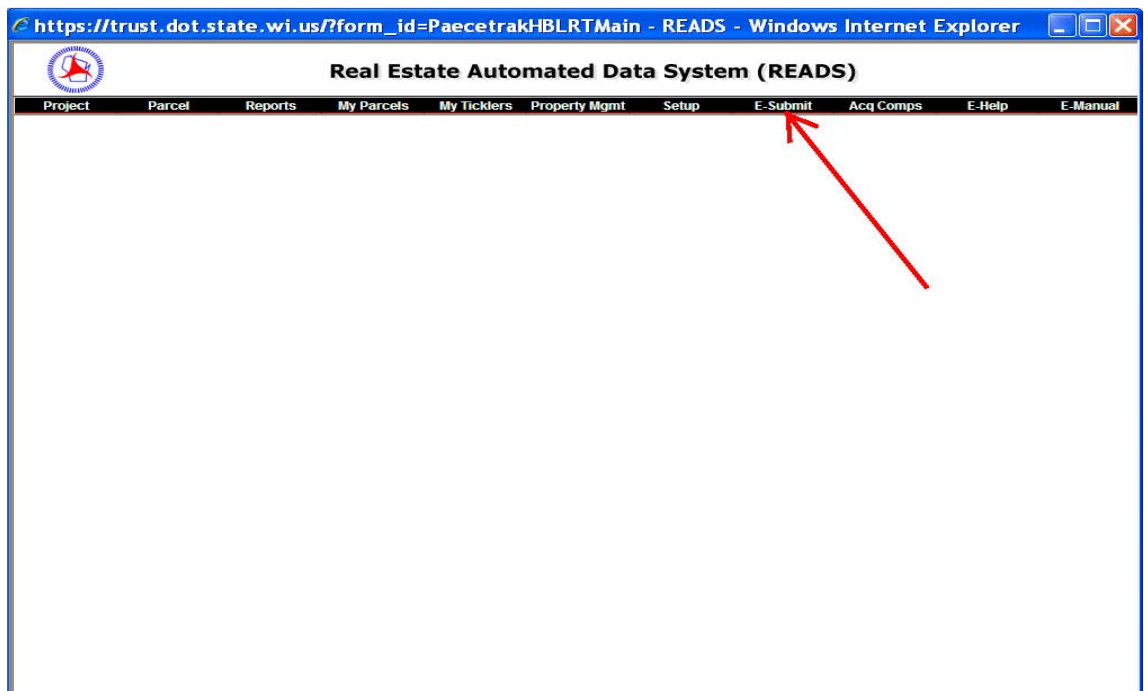
1. Click on this link to access READS.

https://trust.dot.state.wi.us/extntgtwy/dtid_real_estate/repm/reads/

2. Log in with your WAMS ID.
3. Click start READS.



4. Click E-Submit on the top menu.



5. Select type of appraisal you are submitting.

The screenshot shows the READS application window. At the top, there's a navigation bar with tabs: Project, Parcel, Reports, My Parcels, My Ticklers, Property Mgmt, Setup, E-Submit, Acq Comps, E-Help, and E-Manual. Below this, there are input fields for Region Office, Project ID, Project Highway, and Parcel No (set to 10). The Appraisal Type section has two radio buttons: Regular Appraisal (selected) and Surplus Land Appraisal. A red arrow points from the 'Find' button to the 'Surplus Land Appraisal' radio button. Below the filters is a table with columns: Acquired For, Project ID, Parcel No, Property Owners, Project Highway, County, Assignment / Role, and Edit. The table lists several entries for Green Bay, all with Project ID 9999-11-11 and County Marinette. The Property Owners for some entries are Gregory J. Smithson and Mary Ellen Smithson.

Acquired For	Project ID	Parcel No	Property Owners	Project Highway	County	Assignment / Role	Edit
Green Bay	9999-11-11	10			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	30			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	35			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	51			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	52			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	53	Gregory J. Smithson and Mary Ellen Smithson		Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	54			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	55			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	57			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	

6. Identify the project and parcel. You can either:

- Use the filters at the top of the screen.
 - Fill in the region office, project and parcel number.
 - Click Find.

This screenshot is similar to the first one, but with a red box highlighting the filter fields at the top: Region Office, Project ID, Project Highway, and Parcel No (set to 10). A red arrow points from the 'Find' button to the 'Parcel No' field. The rest of the interface, including the navigation bar and the table of appraisal data, is identical to the first screenshot.

Acquired For	Project ID	Parcel No	Property Owners	Project Highway	County	Assignment / Role	Edit
Green Bay	9999-11-11	10			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	30			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	35			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	51			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	52			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	53	Gregory J. Smithson and Mary Ellen Smithson		Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	54			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	55			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	57			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	

b. Navigate through the list by using the scroll bar and/or page icons.











https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

Region Office Project ID Project Highway Parcel No

Appraisal Type ☒ Regular Appraisal ☐ Surplus Land Appraisal [Find](#)

Acquired For	Project ID	Parcel No	Property Owners	Project Highway	County	Assignment / Role	Edit
Green Bay	9999-11-11	10			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	30			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	35			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	51			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	52			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	53	Gregory J. Smithson and Mary Ellen Smithson		Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	54			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	55			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	57			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	58			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	

< Page 1 of 1 >

7. Click the Edit icon for the parcel in which you want to submit an appraisal.











https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

Region Office Project ID Project Highway Parcel No

Appraisal Type ☒ Regular Appraisal ☐ Surplus Land Appraisal [Find](#)

Acquired For	Project ID	Parcel No	Property Owners	Project Highway	County	Assignment / Role	Edit
Green Bay	9999-11-11	10			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	30			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	35			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	51			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	52			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	53	Gregory J. Smithson and Mary Ellen Smithson		Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	54			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	55			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	57			Marinette	Surplus Land Specialist, Property Mgmt Specialist, Appraiser, Review Appraiser	
Green Bay	9999-11-11	58			Marinette	Property Mgmt Specialist, Surplus Land Specialist, Appraiser, Review Appraiser	

< Page 1 of 1 >

8. Click another Edit icon.
9. Fill in effective date of the report.

https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT Back Edit

Region: Northeast
Office: Green Bay
Project ID: 9999-11-11
Project Highway:
Parcel No: 35
Prop Owner(s):
Property Address:
Parcel Type:
Appraisal Format:
Eff. Date of Report:
Appraiser: Teresa R McClung
Company: WisDOT

Please click Browse Document to upload required documents and then click Submit for Review for final submission of the Appraisal

Browse Document Submit for Review

Date	Subject	Type	Open	Edit	Delete

10. Fill in appraisal format field by selecting the appropriate format type from the drop down list.

https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT Save Cancel

Region: Northeast
Office: Green Bay
Project ID: 9999-11-11
Project Highway:
Parcel No: 35
Prop Owner(s):
Property Address:
Parcel Type:
Appraisal Format:
Eff. Date of Report:
Appraiser:
Company: WisDOT

Please click Browse Document to upload required documents and then click Submit for Review for final submission of the Appraisal

Browse Document Submit for Review

Date	Subject	Type	Open	Edit	Delete

11. Click Save.

12. Click Browse Document icon.

https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT

Region: Northeast Appraisal Format: Short Format

Office: Green Bay Eff. Date of Report: [Calendar Icon]

Project ID: 9999-11-11 Appraiser: Teresa R McClung

Project Highway: [Text Box] Company: WisDOT

Parcel No: 35

Prop Owner(s): [Text Box]

Property Address: [Text Box]

Parcel Type: [Text Box]

Please click Browse Document to upload required documents and then click Submit for Review for final submission of the Appraisal

Browse Document Submit for Review

Date	Subject	Type	Open	Edit	Delete

13. Click Browse button.

https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT

Back Edit

Region: Northeast Appraisal Format: Short Format

Office: Green Bay Eff. Date of Report: [Calendar Icon]

Project ID: 9999-11-11 Appraiser: Teresa R McClung

Project Highway: [Text Box] Company: WisDOT

Parcel No: 35

Prop Owner(s): [Text Box]

Property Address: [Text Box]

Parcel Type: [Text Box]

DOCUMENT INFO

Document: [Text Box] Browse...

Preparation Date: 4/27/2012 Document Type: [Dropdown]

Subject: [Text Box]

Description: [Text Box]

Prepared By: [Text Box] Updated On: [Text Box]

Sub-Type: [Dropdown] Updated By: [Text Box]

14. Find/select file and click Open.
15. Fill in document type field by selecting the appropriate document type from the drop down list.
16. Fill in subject field. For example, appraisal for first review or draft appraisal or final approved appraisal.
17. Click Save.

https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT Back Edit

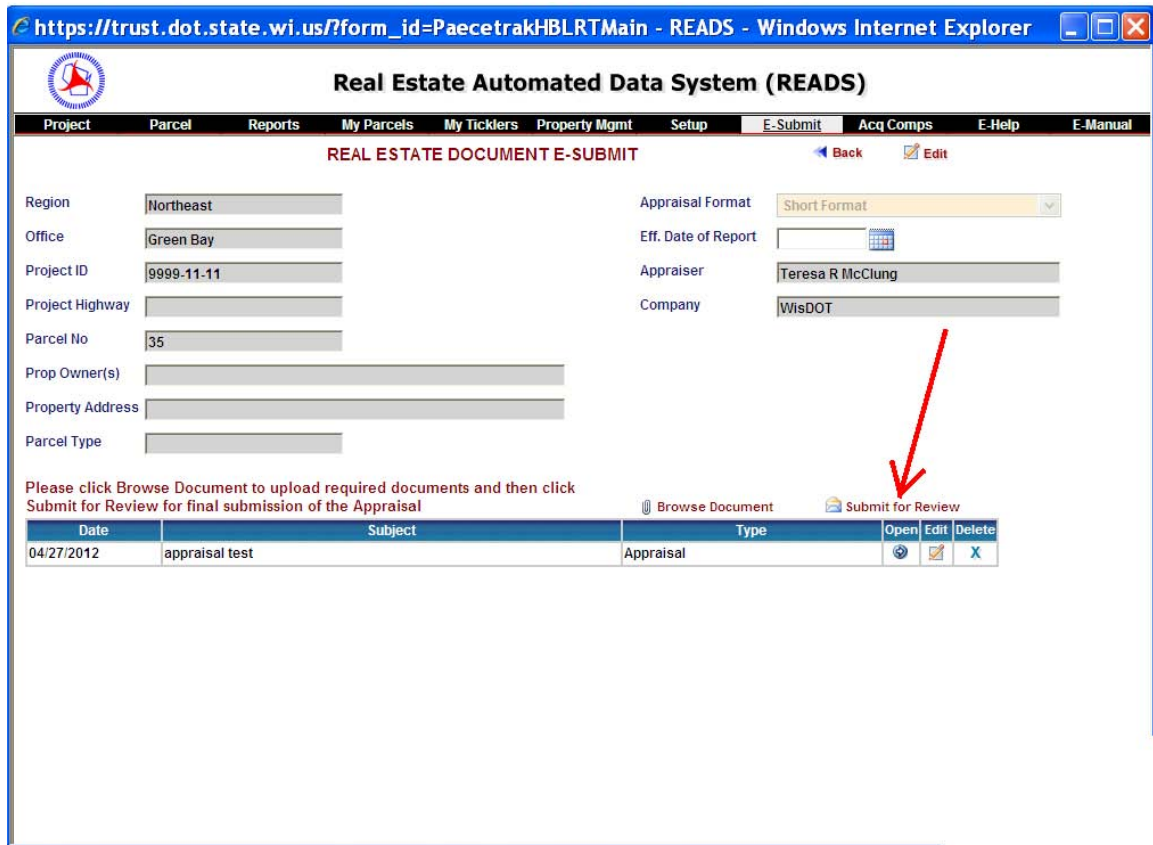
Region: Northeast Appraisal Format: Short Format
Office: Green Bay Eff. Date of Report:
Project ID: 9999-11-11 Appraiser: Teresa R. McClung
Project Highway: Test09 Company: WisDOT
Parcel No: 35
Prop Owner(s):
Property Address:
Parcel Type:

DOCUMENT INFO Save Cancel

Document: C:\Documents and Settings\dott4m\My Documents\DetailReport.pdf Browse...
Preparation Date: 4/30/2012 Document Type:
Subject:
Description:
Prepared By: Updated On:
Sub-Type: Updated By:

18. If you have another file (for example, objective review form) to attach/upload, repeat steps 12-17.

19. Once you have all the documents that pertain to this parcel attached/uploaded, click Submit for Review icon.



https://trust.dot.state.wi.us/?form_id=PaecetrakHBLRTMain - READS - Windows Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT Back Edit

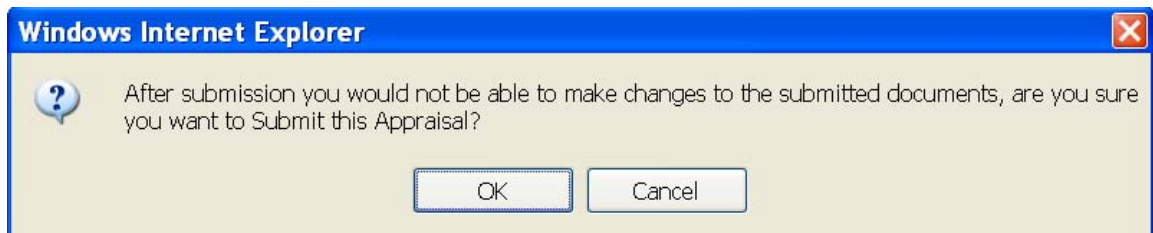
Region: Northeast Appraisal Format: Short Format
Office: Green Bay Eff. Date of Report:
Project ID: 9999-11-11 Appraiser: Teresa R McClung
Project Highway: Company: WisDOT
Parcel No: 35
Prop Owner(s):
Property Address:
Parcel Type:

Please click Browse Document to upload required documents and then click Submit for Review for final submission of the Appraisal

Browse Document Submit for Review

Date	Subject	Type	Open	Edit	Delete
04/27/2012	appraisal test	Appraisal			

20. Click ok to the pop up question.



Windows Internet Explorer

After submission you would not be able to make changes to the submitted documents, are you sure you want to Submit this Appraisal?

OK Cancel

21. Complete email pop up window. If you click the address book icon, the email addresses of the individuals assigned to the parcel will appear for selection.

22. Click send.

READS -- Webpage Dialog

Email

To: Teresa.McClung@dot.wi.gov

Cc:

Bcc:

Subject: Appraisal is ready for Review

Message: The following Appraisal is ready for Review. You can go to the Log of this Appraisal to access the Appraisal Report;

Project ID: 9999-11-11
Parcel No: 35
Appraiser: Teresa R McClung ()
Format: Short Format

22. → **Send** **Cancel**

File Attachments:

https://trust.dot.state.wi.us/reads/Aform.aspx?form_id=PT_EmailForm&form_sub=Appraisal Trusted sites

23. Click ok to the pop up message.

24. If you have more appraisals to e-submit you can either click the Back icon or click E-Submit from the top menu and start at step 5.

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup **E-Submit** Acq Comps E-Help E-Manual

REAL ESTATE DOCUMENT E-SUBMIT

Region: Northeast

Office: Green Bay

Project ID: 9999-11-11

Project Highway:

Parcel No: 35

Prop Owner(s):

Property Address:

Parcel Type:

Appraisal Format: Short Format

Eff. Date of Report:

Appraiser: Teresa R McClung

Company: WisDOT

Back Edit

or →

Please click Browse Document to upload required documents and then click Submit for Review for final submission of the Appraisal

Browse Document Submit for Review

Date	Subject	Type	Open	Edit	Delete
04/27/2012	appraisal test	Appraisal			