

## **SETTING UP MOMENTUM APPRAISAL MANAGEMENT GROUP IN YOUR CALYX POINT SOFTWARE**

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The following explains how to add Momentum's email address to Calyx Point.

In Point there is a program called Cardex. Cardex is an electronic database containing information about companies related to your loan files. When completing forms and worksheets in Point, information can be moved from Cardex into the forms or from the forms into Cardex. Information can be entered into Cardex all at once, or gradually as more forms are completed.

For additional information on setting up Cardex records see Chapter 15 of the Point Users Guide available at [http://www.momentumweb.com/support/Calyx\\_Point\\_Users\\_Guide\\_v53.pdf](http://www.momentumweb.com/support/Calyx_Point_Users_Guide_v53.pdf) or <http://www.calyxsupport.com/>.

In Cardex, add Momentum Appraisal Management Group as a new Appraiser record. Be sure to use [calyx@momentumweb.com](mailto:calyx@momentumweb.com) as one of the email addresses.

Most forms in Point can be emailed by clicking on the email icon or by right-clicking on an email address on a form. When emailing the form be sure to select "E-mail as PDF File" as the "Output Option".

If you need any additional help, please free to contact us anytime.

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