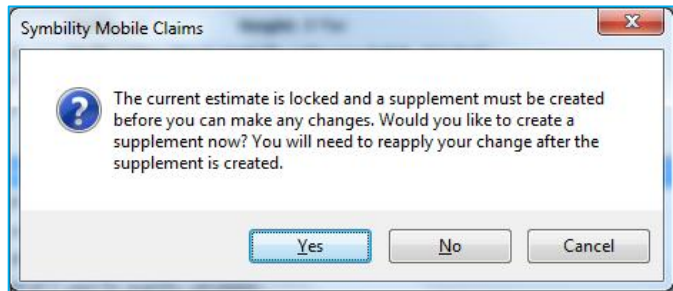


A supplement is an easy way for you to track changes that have been made to an estimate once it has been approved or locked. If you attempt to modify a locked estimate, a dialogue box will appear asking if a supplemental estimate should be created.

Clicking **Yes** will create an estimate supplement and it will be added below the original estimate in the **Claim Explorer**. The process of editing a supplement is identical to that of editing an original estimate.

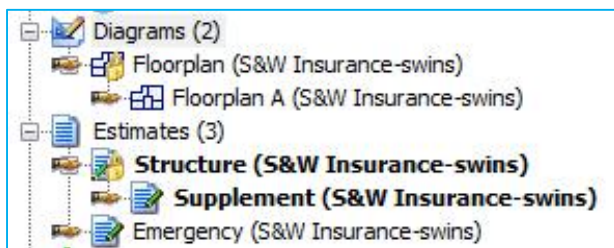
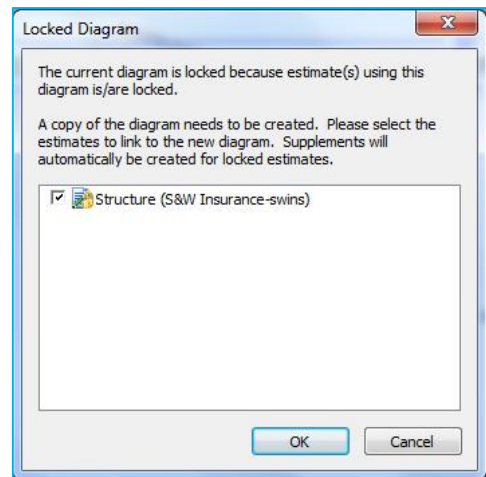
NOTE: There is no limit to the number of estimate Supplements that may be added to a claim.



If you attempt to modify a locked diagram, a dialogue box will appear informing you the diagram is locked. Select **OK** to create a copy of the diagram that you can use to make changes.

After confirming the creation of a supplement, you will be taken to the new supplemental diagram. This new diagram is added below the original diagram in the **Claim Explorer**.

In addition, an estimate supplement is created by default if you had not previously created one.



VIEWING AN ESTIMATE WITH A SUPPLEMENT



The estimate data may be viewed in three formats:

- Separate: displays items from the selected supplement
- Combined: displays items from the original estimate and the supplements
- Merged: merges all changes from the original estimate and supplements, displaying final items and totals



All items that have been changed and/or added to a supplement are identified by a letter. The first estimate supplement will add an A to the line item number; the second supplemental estimate will add a B, etc.

1 Drywall, 1/2", walls - Remove	109.34	\$0.28	SF	\$30.62
A.2 Drywall, 1/2", walls - Replace (All coats, no texture)	109.34	\$1.73	SF	\$189.16
<input type="checkbox"/> Includes 9.45% waste.				
3 Drywall or plaster, walls - Prime	96.36	\$0.45	SF	\$43.36
<input type="checkbox"/> Includes 7.79% waste.				
4 Drywall or plaster, walls - Paint, 1 coat	96.36	\$0.46	SF	\$44.33
<input type="checkbox"/> Includes 7.79% waste.				
A.5 Door, interior - Remove & Reinstall	2	\$7.94	EA	\$15.88
A.6 Clamshell casing, 2-1/2" - Remove & Reinstall	34.00	\$3.80	LF	\$129.20
A.7 Clamshell base, 2-1/2" - Remove & Reinstall	11.67	\$2.98	LF	\$34.78
Hallway - Subtotal				\$487.33

LOCKING SUPPLEMENTS

Supplemental estimates and diagrams may also be locked. Should you need to edit the supplemental estimates or diagrams, additional supplements may be added to the claim.

To locate and work with a particular estimate supplement, the user may select the estimate version from the Supplement drop-down menu in the estimate's toolbar.

