

Locking an estimate will prevent further changes from being made to an existing estimate. Once an estimate is locked, it cannot be unlocked. Any edits made after the estimate is locked will be automatically entered into an estimate Supplement which is attached to the original estimate.

AUTOMATIC ESTIMATE LOCKING

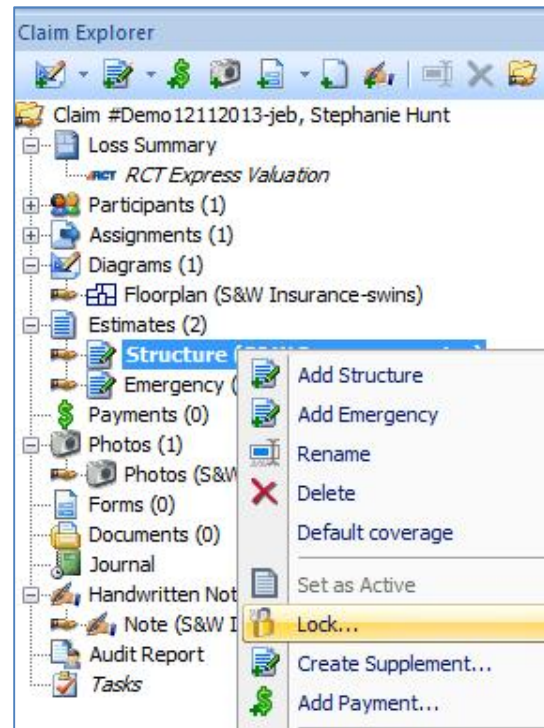
Estimates may be locked automatically when they are marked as **completed** or **approved** and the claim has been synchronized. An administrator from the claim's originating company can configure when estimates will be locked automatically.

MANUAL ESTIMATE LOCKING

From the Claim Explorer, **right-click** a structure estimate under the Estimate heading and select **Lock**. Once you have clicked **Lock**, the estimate will be locked. A second way to manually lock an estimate is when you select **Create Supplement**, which locks the original estimate by default when a supplemental estimate is created.

ONCE AN ESTIMATE IS LOCKED:

- All associated diagrams will be locked.
- Any modifications that must be made to the locked estimate must be done by creating an estimate supplement.
- Any modifications that must be made to a diagram must be done by creating a supplemental diagram.



NOTE: The claim may need to be uploaded prior to manually locking an estimate; should an upload be required, you will see a dialogue box prompting you to upload at that time.

Estimate locking usually works in tandem with creating supplements. Please see the Creating a Supplement Job Aid for additional information on supplements.