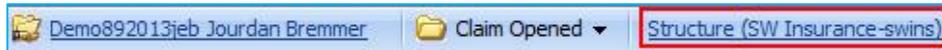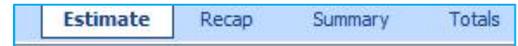# REVIEWING ESTIMATES PAGE

To review an estimate, **click** the bold **Structure** link inside the Claim Explorer under **Estimates**. You can also use the quick link at the bottom of the Mobile Claims window.

You can modify or delete items from the Estimate page by right clicking on a line item. To add any additional items, go to the appropriate diagram. Use the diagram pictures as quick links to return you to the various plans. To rearrange the order of line items, click the item you wish to move and drag it to its desired location. To change the appearance of the Estimate page, click the View tab.

ESTIMATE ITEM GROUPING

In the **View** tab, you can organize items in an estimate based on the method selected in the Grouping menu. By default, the estimate is grouped by room. The feature is often used when applying depreciation.

NOTE: When grouping, duplicate items in multiple rooms will be merged, combining all numerical values. This does not hold true if there is a price or property difference in the items across structural areas. This applies to all grouping options except Grouping by Room.

ESTIMATE OPTIONS

The estimate **options**, **under** the **View** tab, allow you to change the appearance of line items and objects in the estimate. Once a setting is changed it is retained for future estimates. A checkmark appears next to the option if it is enabled.

NOTE: Select Combine Related Subrooms to display the roof estimate as one entity as opposed to separate shapes.
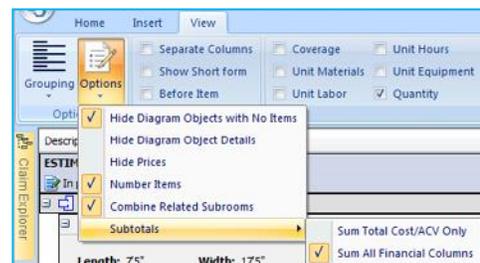
ESTIMATE COLUMNS

In the **View** tab, you can also select which column headers you would like displayed on the estimate. The estimate will print exactly how it appears in this window

ESTIMATE INSERT TAB

Use the buttons on the Insert tab to add text, photos, or voice annotations to an estimate item. Select the line item and then click on the desired icon. The annotation will appear underneath