

You may encounter loss sites (developments, condos, apartments) where the same floorplan or roofplan is used several times. You can save floorplans, roofplans, exterior shapes or portions of each, for repeated use on future claims. The process for saving each type of shape is the same.

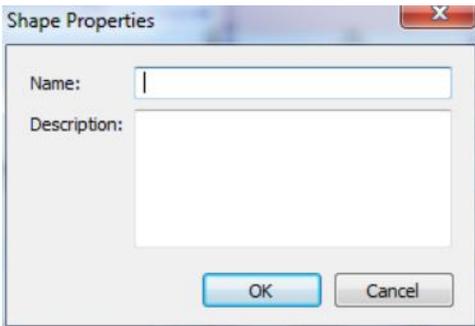
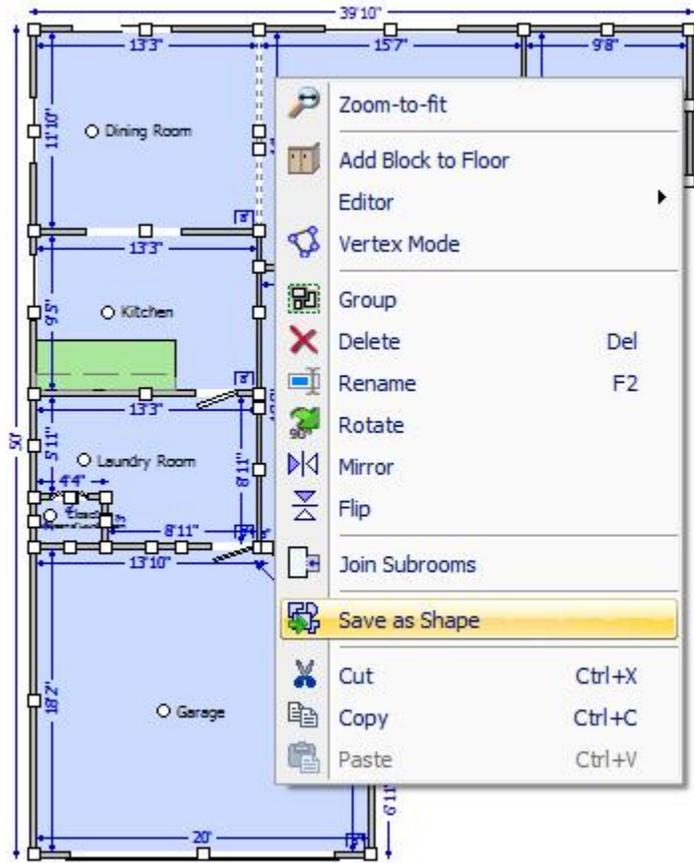
## SAVING FLOORPLANS

**Select** the desired **rooms** of the floorplan by holding down the Ctrl key and manually selecting the rooms. You can also hold down Ctrl and the letter A to select the entire floorplan.

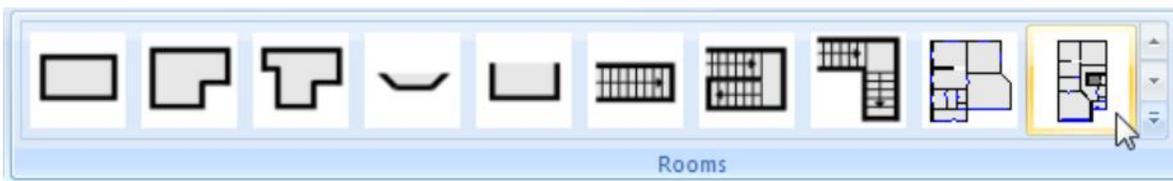
**Right click** on any of the highlighted rooms and select **Save as Shape**.

You can also select the **Save as Shape** button from the Room ribbon.

In the Shape Properties dialog box, you can optionally enter a title and/or description for the saved floorplan.



After you have successfully saved a floorplan, roofplan or exterior, it will appear as a new shape in the Shape Tray. You will now have access to this saved shape in all claims.



## SAVING ROOFPLAN SHAPES

Select the desired roof shapes.

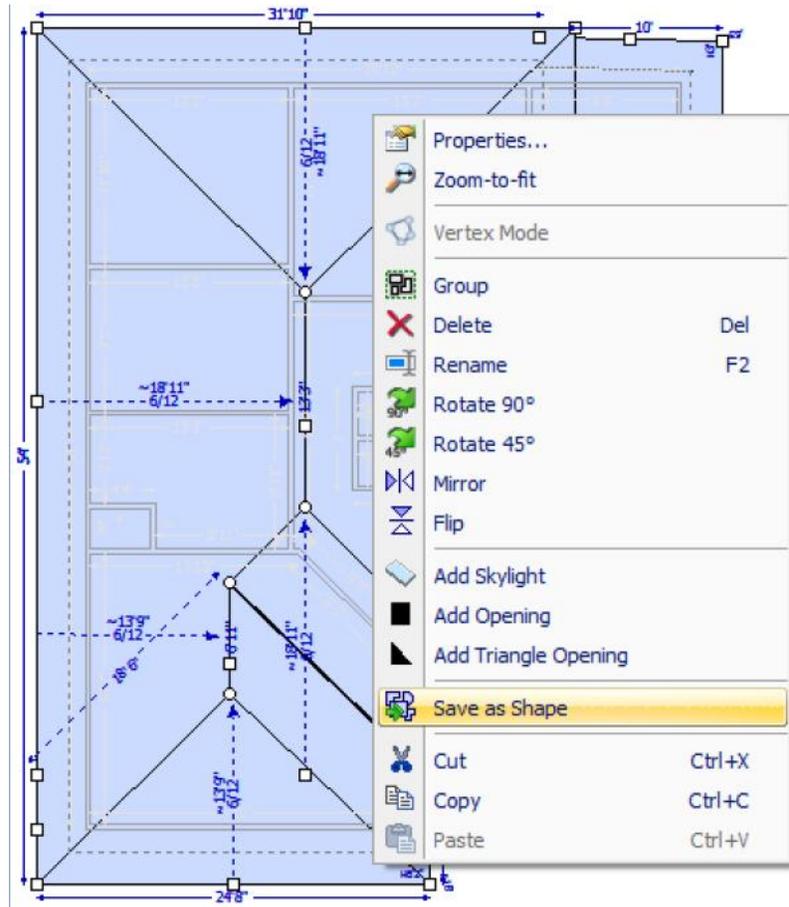
**Right click** on any of the highlighted shapes and select **Save as Shape**.

You can also select the **Save as Shape** button from the **Roof** ribbon.

In the Shape Properties dialog box, you can optionally enter a title and/or description for the saved roof.

The roof shape will now be saved as a custom shape in Shape Tray that you can reuse in other claims.

**NOTE:** Be sure to verify all dimensions before saving a shape. If the entire shape is selected, the system will automatically save the placement and size of all windows, doors, and openings.



## DELETING SHAPES

If you wish to delete a shape once it is saved, right click the shape from the Shape Tray and click Delete Shape.

