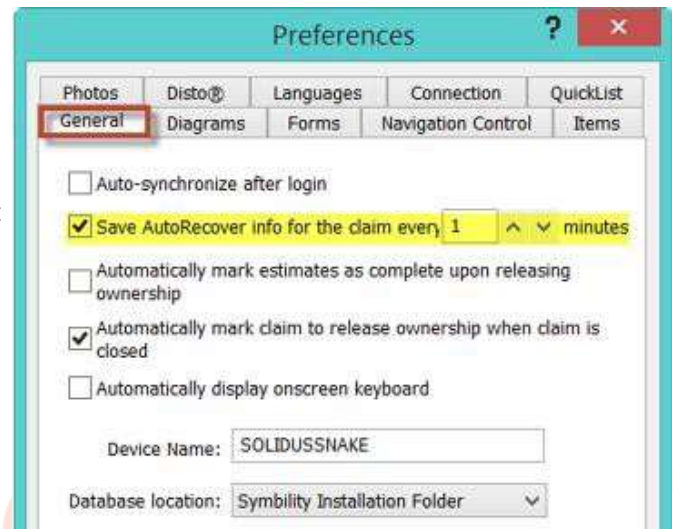There are a few recommended settings to follow in your preferences. These settings will impact the appearance and functions within Symbility Mobile Claims. Preferences are specific to a device, so these are one-time changes unless you start working of a new device.

To set your preferences from Symbility Mobile Claims, look in the top left-hand corner of the screen and click on the Symbility icon. Halfway down the drop- down menu, click on Preferences.

GENERAL TAB
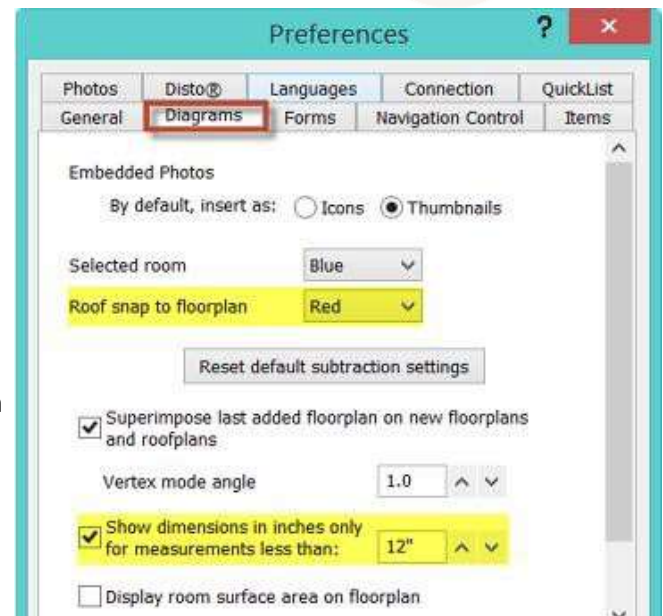A new window will pop open and you will be in the Genera tab.

• Set the Save Auto Recover info for the claim to every 1 minute. This will ensure that if the computer crashes or the program closes unexpectedly, all your work up until the last minute will be saved. Please note that this does not replace the need to save your work as you go.

DIAGRAMS TAB

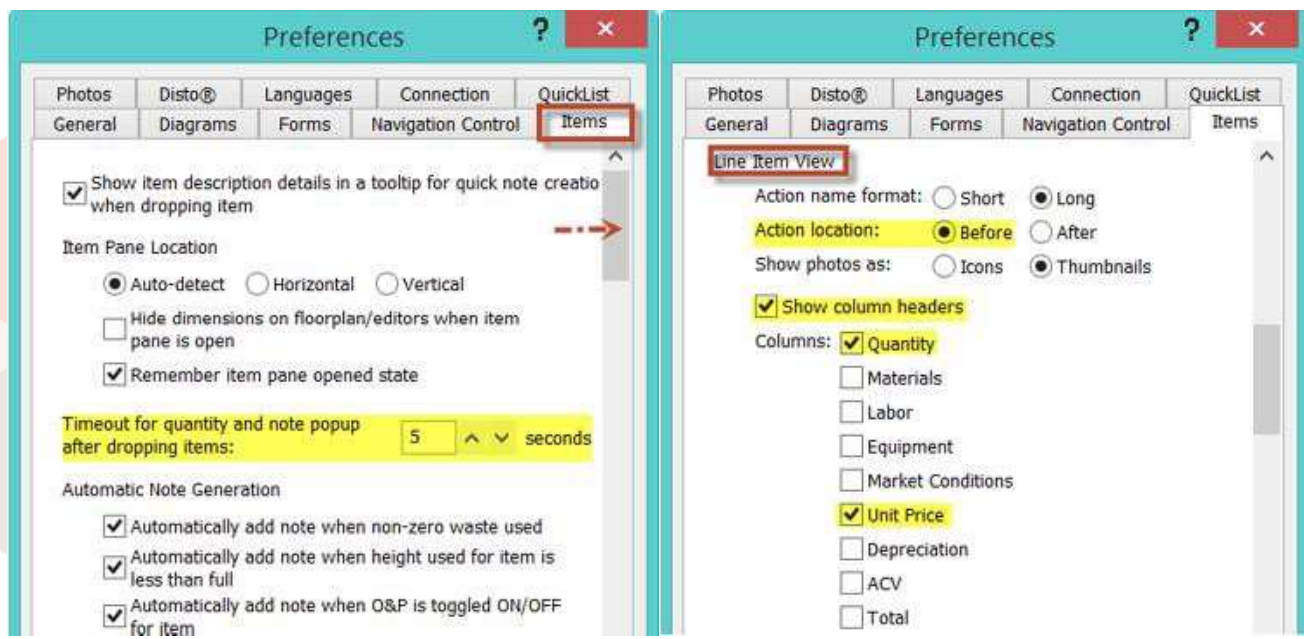Click on the Diagrams tab to set the Diagram Preferences.

• Set the Roof snap to floor plan color to red.

• Set Show dimensions in inches only for measurements less than to 12".

ITEMS TAB

• Click on the Items tab to set the preferences related to line items.

• Set Timeout for Quantity and note popup after dropping items to 5.

Use the scroll bar down the right-hand side to lower the view down.

Scroll down until you see Line-Item View section.

• Set the Action Location to Before. This will allow you to see what you are doing to item (Tear Out, Replace, etc.) before the item description.

• Select Show column headers and select Quantity and Unit Price.

NOTE: that Total has been deselected. While it is tempting to select all of these functions it recommended to stick with just a few selections. This will ensure your line-item view stays uncluttered and easy to read. Even though the Total is not selected you will still have access to this information when you are reviewing your estimate.

PHOTOS TAB

• Click on the Photos tab.

• If you want to have a higher resolution photo, select 1024x768.

• Once you have set the recommended preferences click on OK.