

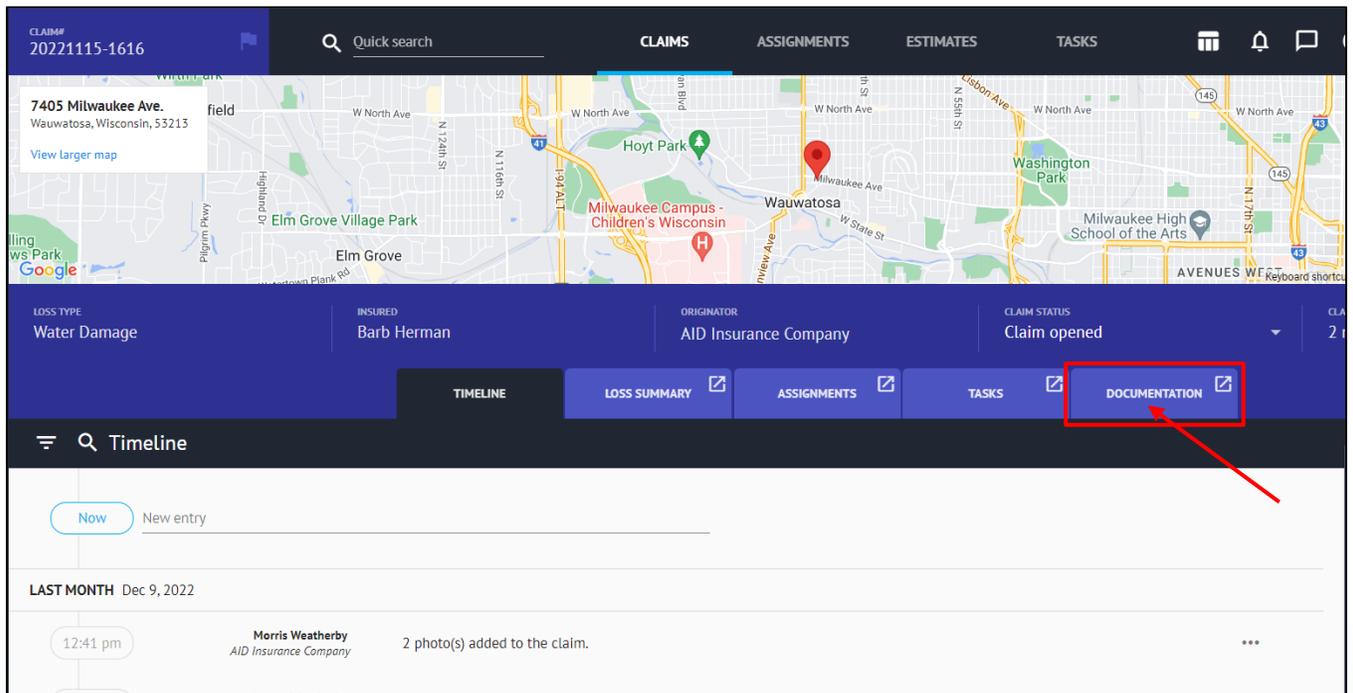
In-Line Editing

In-Line Editing in Claims Connect

Disclaimer: This job aid was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

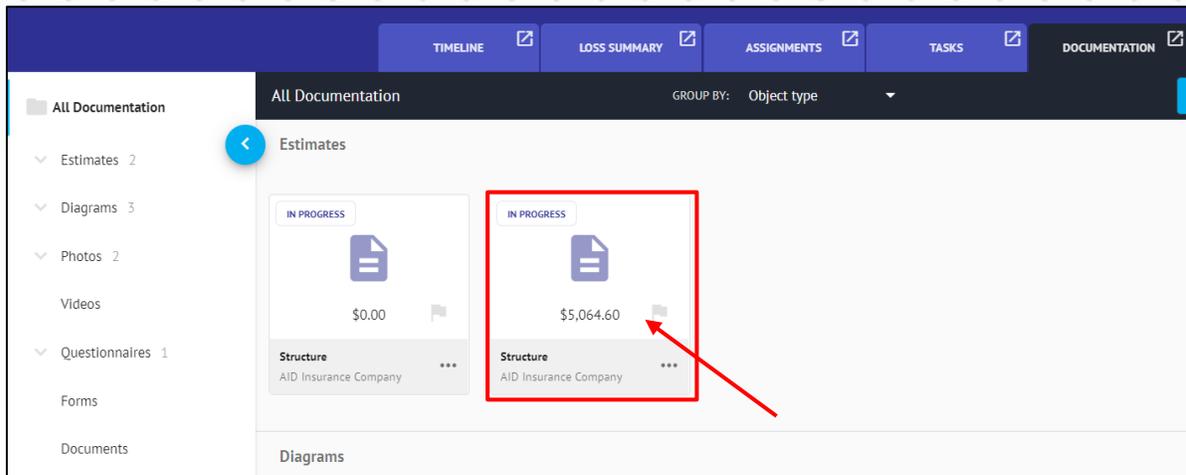
Step 1

Within a claim in Claims Connect, click on the Documentation tab to view available estimates to edit.



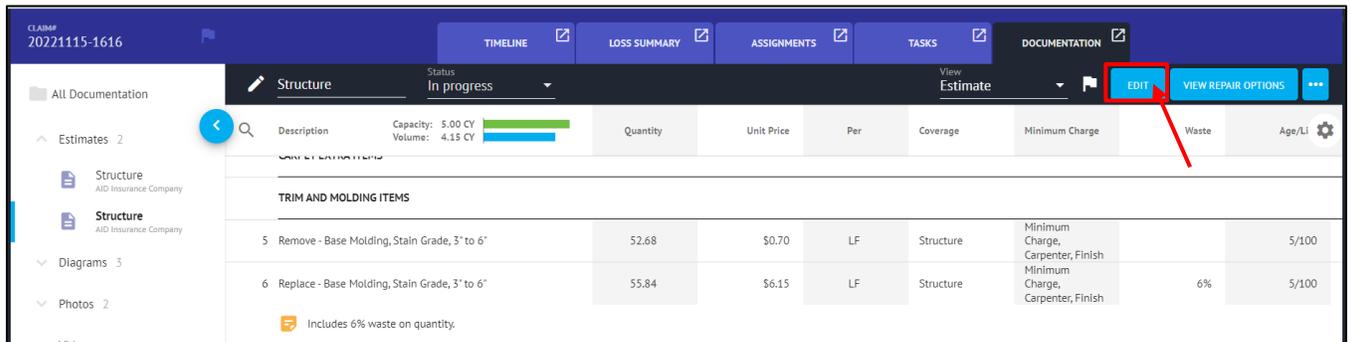
Step 2

Open the estimate to edit by clicking on it from the Documentation page.



Step 3

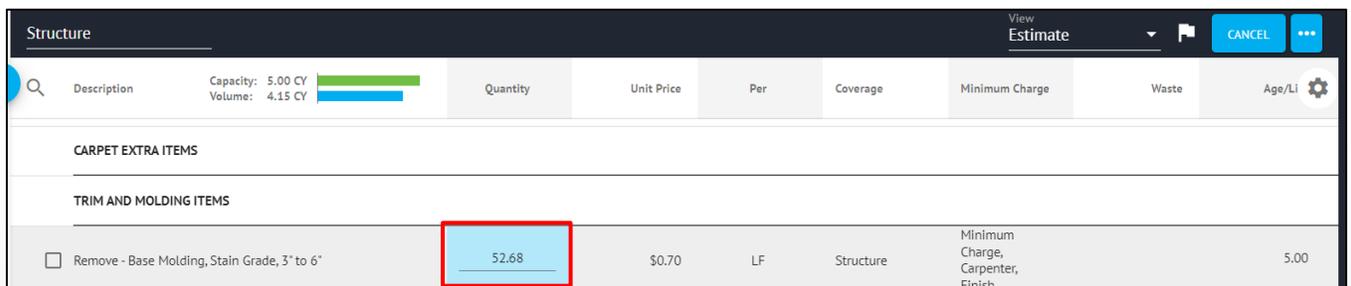
Within the Estimate view, click on 'Edit' to enter edit mode.



Step 4

Line-item editing may be done now from this view within the individual line items. Editable fields will highlight blue when scrolled over. If a field is not eligible for in-line editing, it will remain gray.

(Note: The tab button may be used to navigate from editable field to editable field within one line item.)



Step 5 Text Field

To edit a text field, click on anywhere in the text or highlight all the text with a double mouse click. Proceed to edit the field as necessary.

TRIM AND MOLDING ITEMS							
<input type="checkbox"/>	Remove - Base Molding, Stain Grade, 3" to 6"	52.68	\$0.70	LF	Structure	Minimum Charge, Carpenter, Finish	5.00

TRIM AND MOLDING ITEMS							
<input type="checkbox"/>	5 Remove - Base Molding, Stain Grade, 3" to 6"	62.00	\$0.70	LF	Structure	Minimum Charge, Carpenter, Finish	5.00

Dropdown Field

To edit a dropdown field, click anywhere on the field to be presented with the dropdown box of options. Click on the option you wish to change it to.

(Note: May need to scroll to see additional available options.)

Capacity: 5.00 CY Volume: 4.15 CY		Description	Quantity	Unit Price	Per	Coverage	Minimum Charge
<input type="checkbox"/>		5 Remove - Base Molding, Stain Grade, 3" to 6"	62.00	\$0.70	LF	Structure	Minimum Charge, Carpenter, Finish
<input type="checkbox"/>		6 Replace - Base Molding, Stain Grade, 3" to 6"	55.84	\$6.15	LF	Structure	Minimum Charge, Carpenter, Finish
<input type="checkbox"/>		Stain & Finish - Base Molding, 6" & Under	52.68	\$3.44	LF	Structure	Minimum Charge, Painter

Capacity: 5.00 CY Volume: 4.15 CY		Description	Quantity	Unit Price	Per	Coverage	Minimum Charge	Waste
<input type="checkbox"/>		5 Remove - Base Molding, Stain Grade, 3" to 6"	62.00	\$0.70	LF	Structure	<none>	
<input type="checkbox"/>		6 Replace - Base Molding, Stain Grade, 3" to 6"	55.84	\$6.15	LF	Structure	Minimum Charge, Carpenter, Finish	
<input type="checkbox"/>		7 Stain & Finish - Base Molding, 6" & Under	52.68	\$3.44	LF	Structure	Minimum Charge, Painter	

<input type="checkbox"/>		7 Stain & Finish - Base Molding, 6" & Under	52.68	\$3.44	LF	Structure	Minimum Charge, Carpenter, Finish
--------------------------	--	---------------------------------------------	-------	--------	----	-----------	-----------------------------------

Step 6

If editing is not complete, but you want to view the changes to the estimate subtotals or total, you may click on 'Apply Changes/Recalculate' above the column headers at the top of the estimate. The estimate will remain in Edit mode.

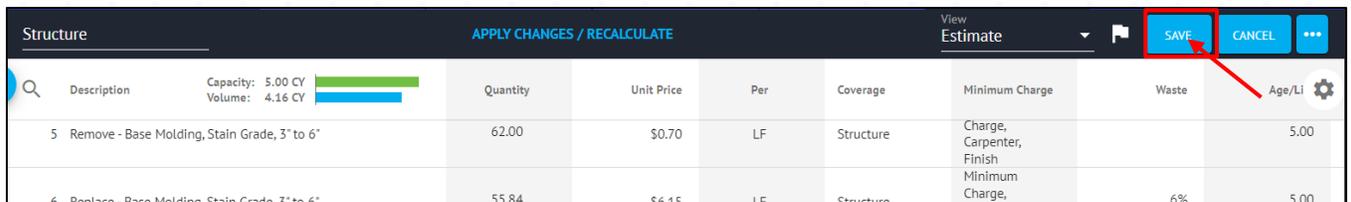


Structure		APPLY CHANGES / RECALCULATE		View Estimate		SAVE	CANCEL	...
Description	Capacity: 5.00 CY Volume: 4.15 CY	Quantity	Unit Price	Per	Coverage	Minimum Charge	Waste	Age/Li

Step 7

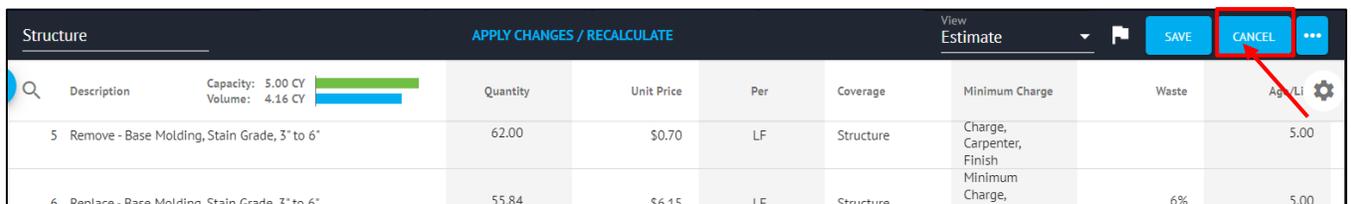
Once edits are complete, click 'Save' to save the changes and exit Edit mode.

(Note: Save will not present as an option if no changes have been made to the estimate.)



Structure		APPLY CHANGES / RECALCULATE		View Estimate		SAVE	CANCEL	...
Description	Capacity: 5.00 CY Volume: 4.16 CY	Quantity	Unit Price	Per	Coverage	Minimum Charge	Waste	Age/Li
5 Remove - Base Molding, Stain Grade, 3" to 6"		62.00	\$0.70	LF	Structure	Charge, Carpenter, Finish		5.00
6 Replace - Base Molding, Stain Grade, 3" to 6"		55.84	\$6.15	LF	Structure	Minimum Charge,	6%	5.00

If you do not wish to save the changes you made, click 'Cancel'.



Structure		APPLY CHANGES / RECALCULATE		View Estimate		SAVE	CANCEL	...
Description	Capacity: 5.00 CY Volume: 4.16 CY	Quantity	Unit Price	Per	Coverage	Minimum Charge	Waste	Age/Li
5 Remove - Base Molding, Stain Grade, 3" to 6"		62.00	\$0.70	LF	Structure	Charge, Carpenter, Finish		5.00
6 Replace - Base Molding, Stain Grade, 3" to 6"		55.84	\$6.15	LF	Structure	Minimum Charge,	6%	5.00