



# Job Aid

## Applying Items to Subrooms

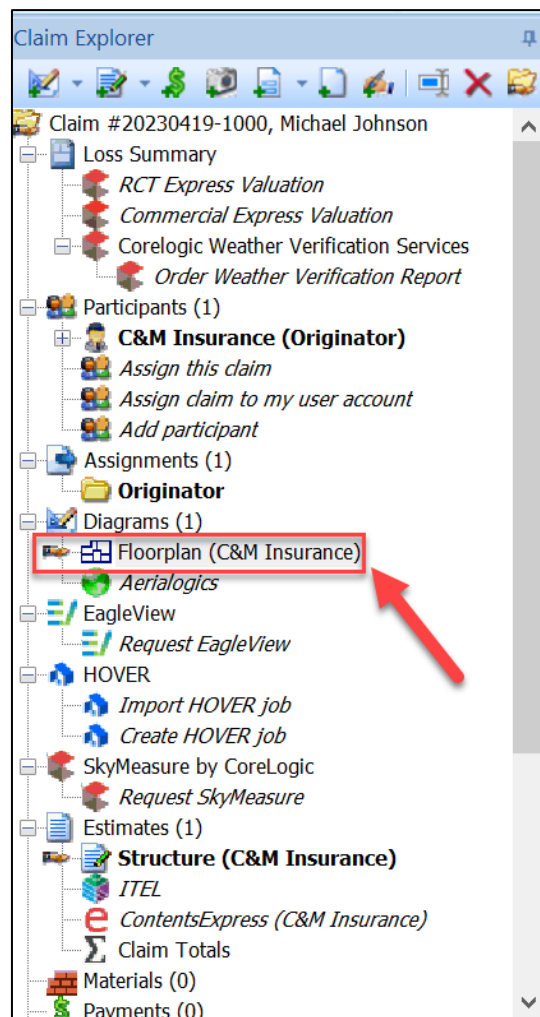
Issue 1  
May 3<sup>rd</sup>, 2023

# Applying Items to Subrooms in a Floorplan

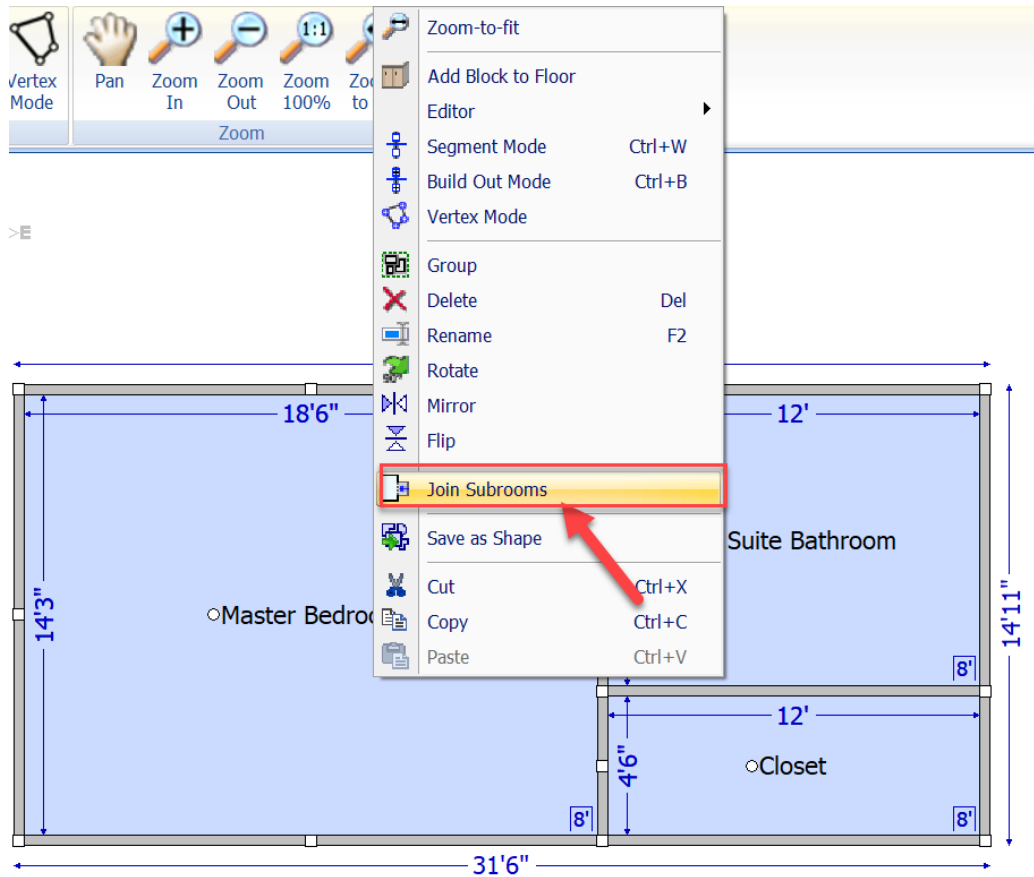
This job aid will guide you through the steps to apply items to subrooms in a Floorplan.

**Note:** This document 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.

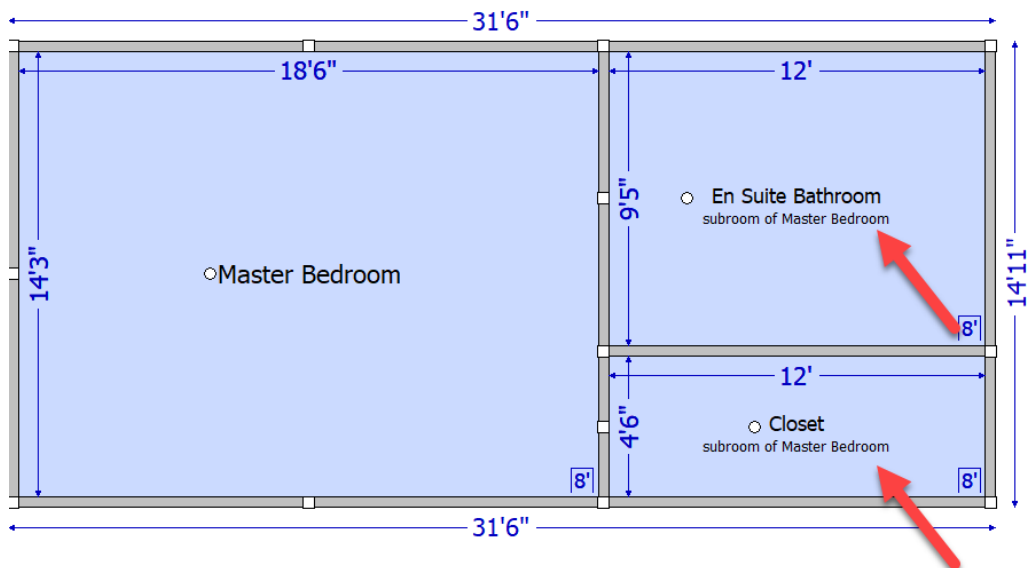
1. Start by opening a **Floorplan** from the Claim Explorer list.



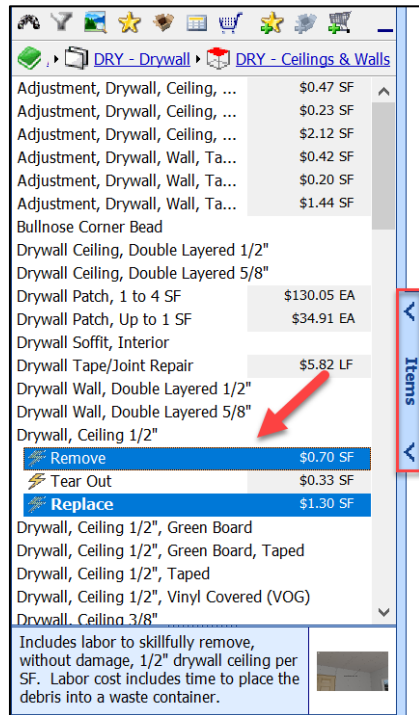
2. To group rooms together with subrooms, highlight the applicable rooms from the Floorplan, then right click and select **Join Subrooms** from the menu.



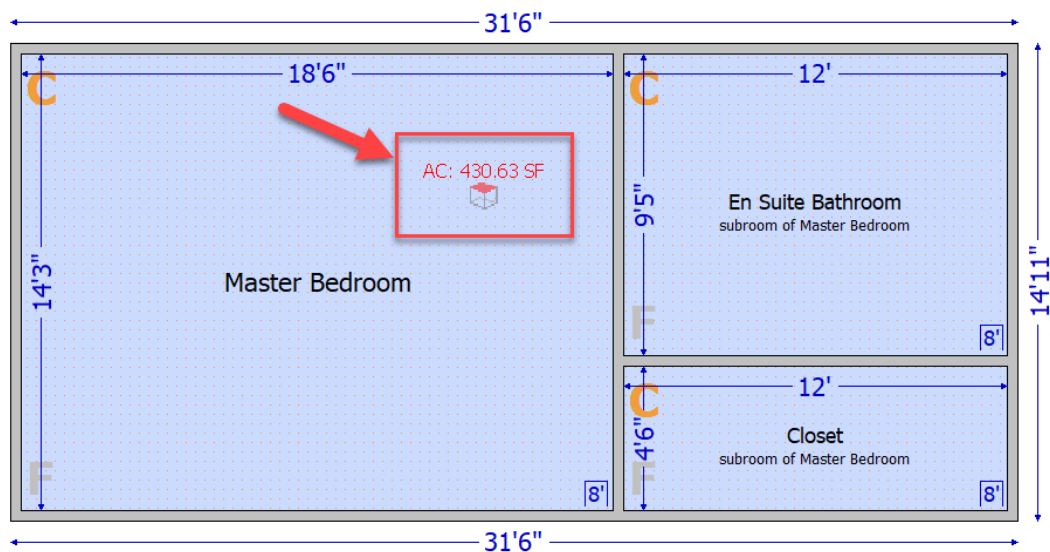
*The Floorplan will update to display which rooms are grouped together.*



- Open the **Items** blade to select a line item or line items to add to the estimate.

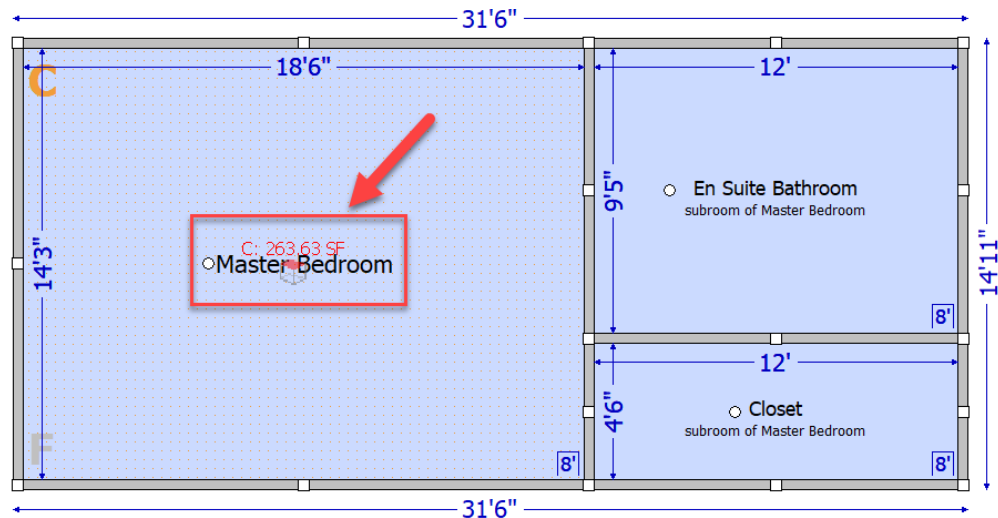


- Drag the line item(s) over to the Floorplan and drop them in one of the locations listed below to apply them to the Estimate.
  - To apply the item(s) to **All Item Links** (ceiling, wall or floor) of the joined subrooms, drop the icon over the open space within one of the joined rooms.

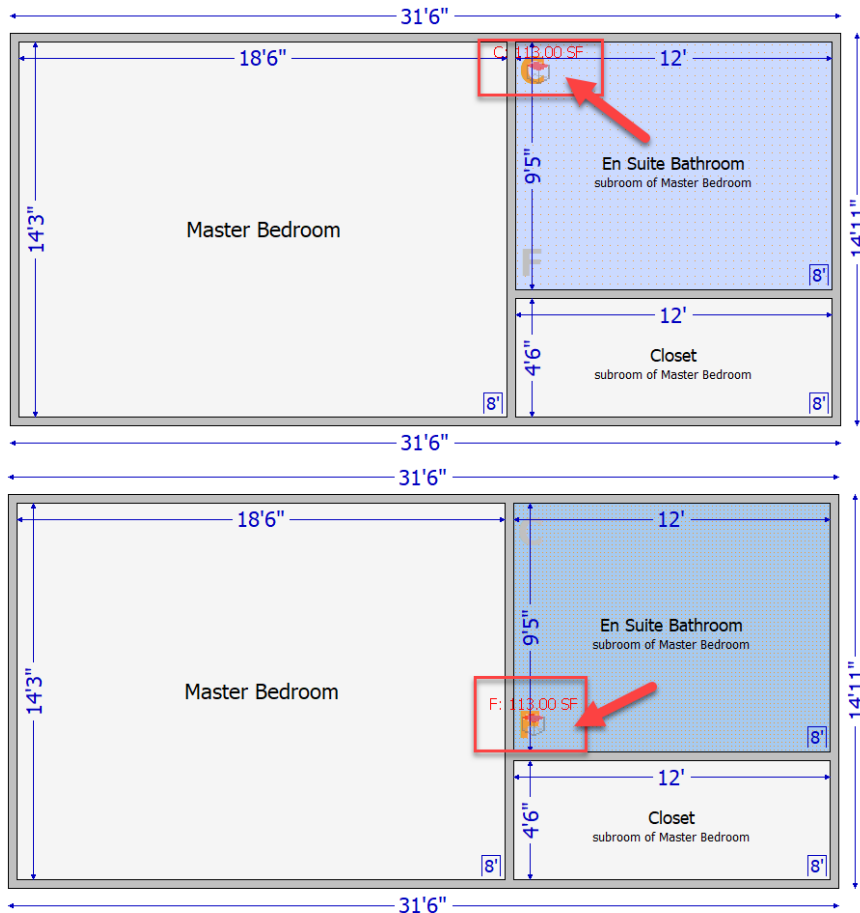


**Note:** The areas that the item(s) will apply to will highlight yellow in the diagram.

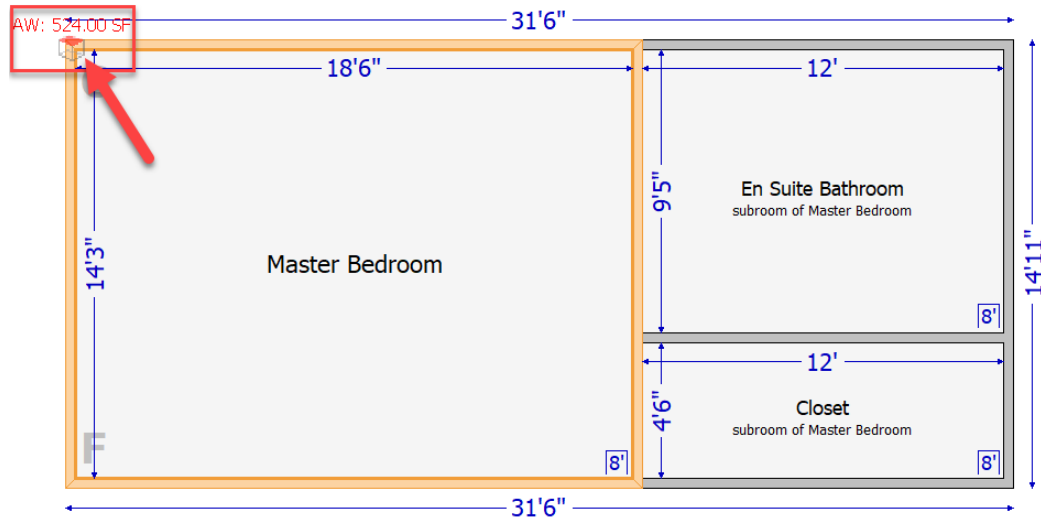
- b. To apply the item(s) to **All Item Links** of a specific room within the grouping, drop the icon over the room name.



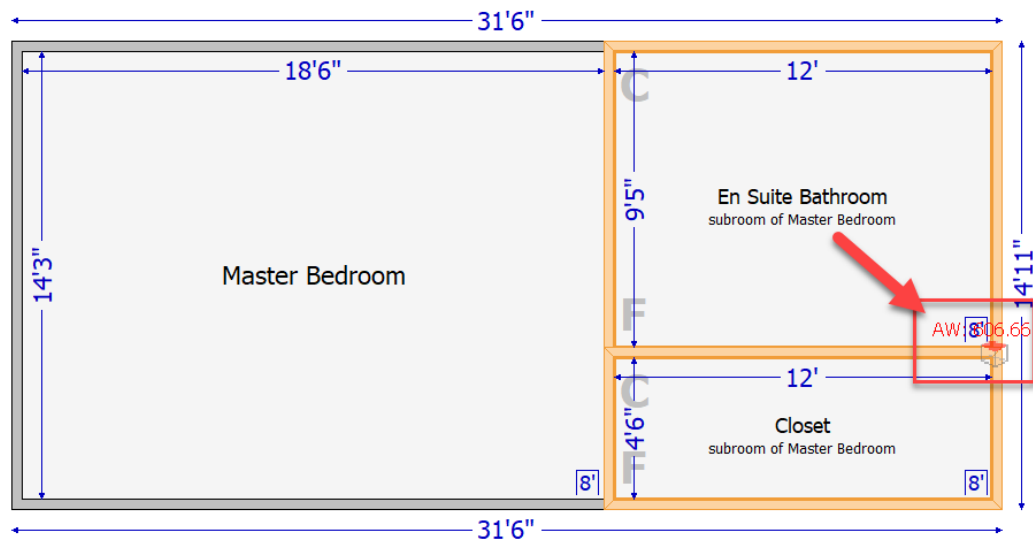
- c. To apply the item(s) to the **Ceiling** or **Floor** of a certain room within a grouping, drop the icon on the **C** or **F** in the corner of that room.



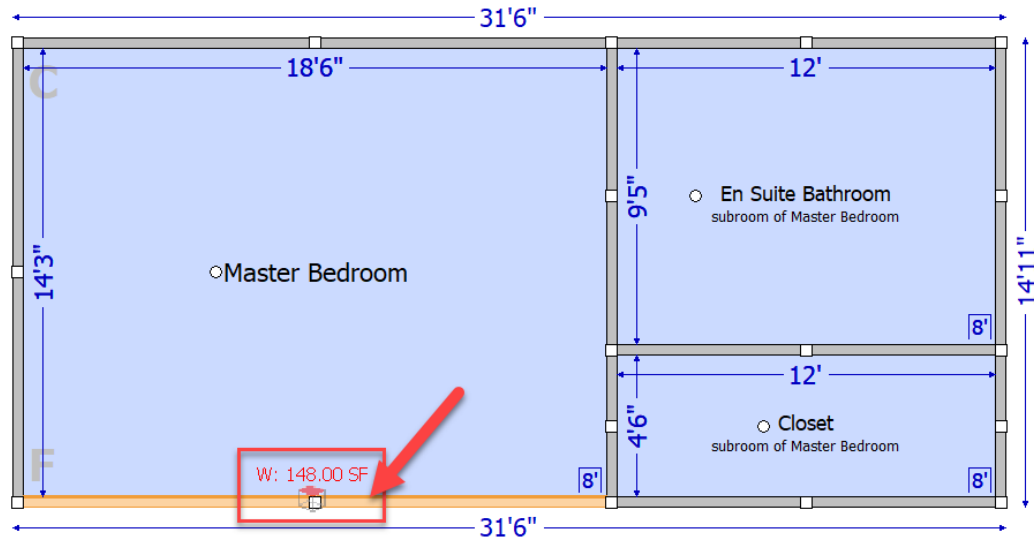
- d. To apply the item(s) to **All Walls** of a single room within a grouping, drop the icon on an unshared corner of that room.



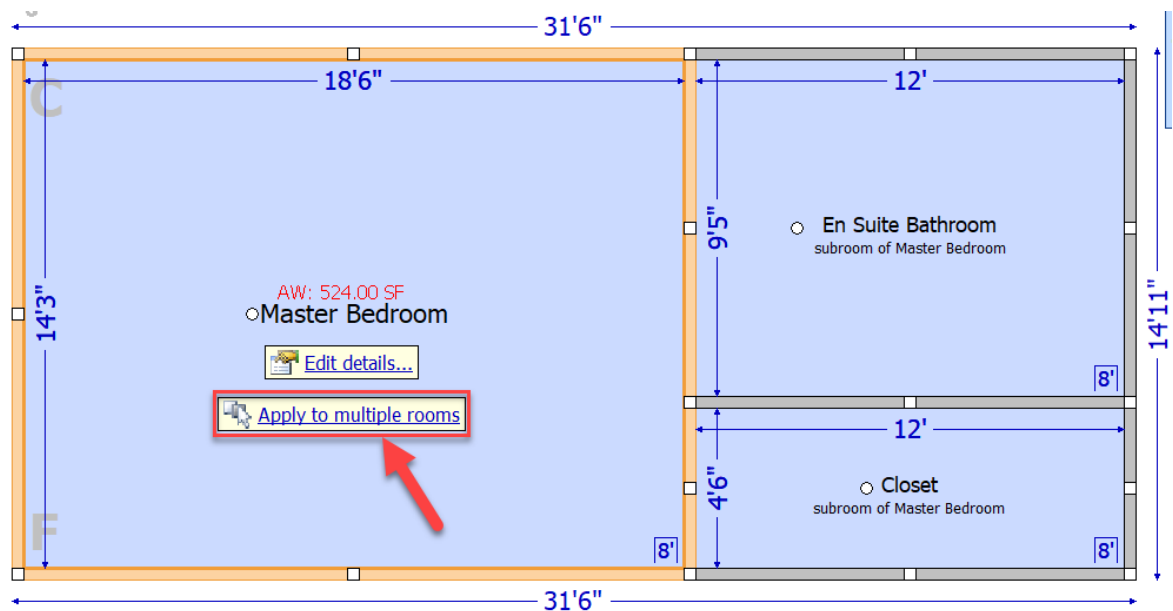
- e. To apply the item(s) to **All Walls** of multiple rooms within a grouping, drop the icon on a shared corner of the rooms.



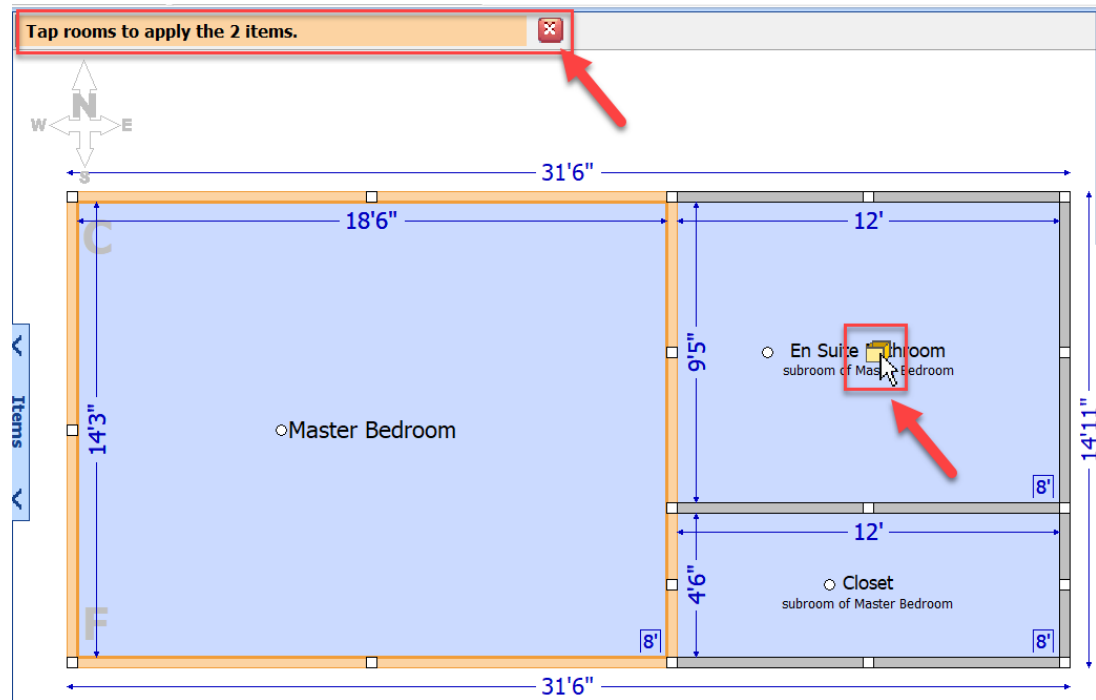
- f. To apply the item(s) to a specific **Wall** within a grouping, drop the icon directly on the desired wall.



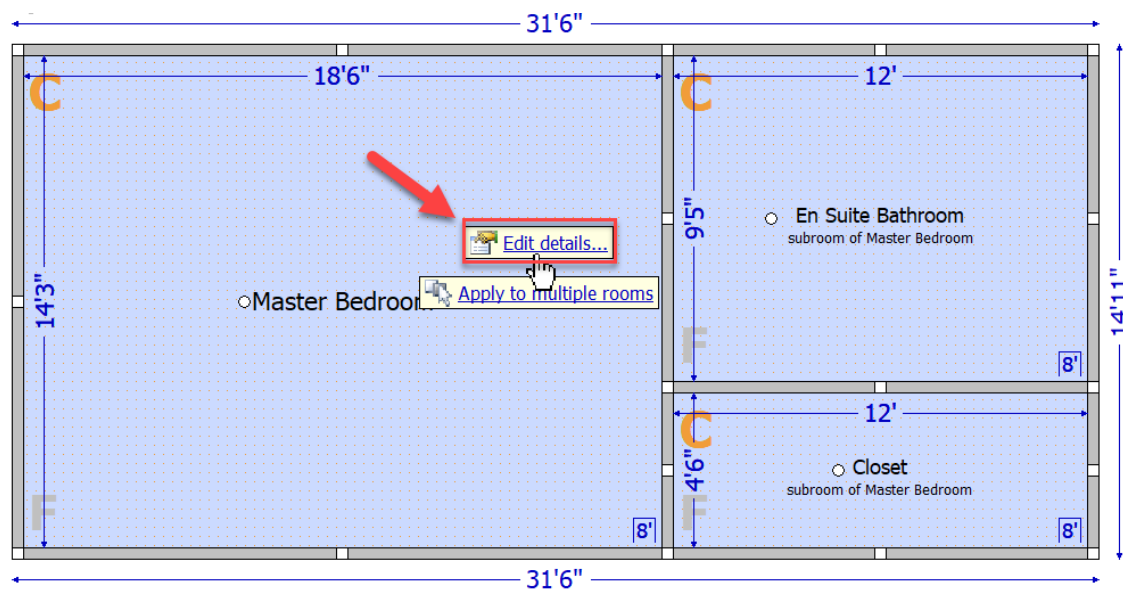
5. After dropping the item(s) onto a specific room or area of the grouping, click **Apply to Multiple Rooms** to then apply the item(s) to other rooms in the grouping, as well.



- A small dialog will appear at the top of the Floorplan window indicating that you are in **Apply to Multiple Rooms** mode. Click the name of the additional room(s) you wish to add the line items to. When complete, click the red **X** to exit the mode.



6. After dropping line items on all or part of the grouping, click **Edit Details** to view how the line items have been applied to each room or subroom and make revisions, as necessary, before the items get applied to the estimate.





- The **Item Details** window will open and display all line items that have been applied to the grouping, including which room or subroom they have been added to.

Item Details

<input checked="" type="checkbox"/>	Room/Roof	Description	Action	Quantity	Per	Coverage	RC	Depreciation	ACV
<input checked="" type="checkbox"/>	Closet	Drywall, Ceiling 1/2"	Remove	54.00	SF	Coverage A - ...	\$37.80	\$0.00	\$37.80
<input checked="" type="checkbox"/>	Closet	Drywall, Ceiling 1/2"	Replace	56.70	SF	Coverage A - ...	\$73.71	\$0.00	\$73.71
		Includes 5% waste on quantity.							
<input checked="" type="checkbox"/>	Closet	Texture, Ceiling, Sand	Replace	54.00	SF	Coverage A - ...	\$30.24	\$0.00	\$30.24
<input checked="" type="checkbox"/>	En Suite Bathroom	Drywall, Ceiling 1/2"	Remove	113.00	SF	Coverage A - ...	\$79.10	\$0.00	\$79.10
<input checked="" type="checkbox"/>	En Suite Bathroom	Drywall, Ceiling 1/2"	Replace	118.65	SF	Coverage A - ...	\$154.24	\$0.00	\$154.24
		Includes 5% waste on quantity.							
<input checked="" type="checkbox"/>	En Suite Bathroom	Texture, Ceiling, Sand	Replace	113.00	SF	Coverage A - ...	\$63.28	\$0.00	\$63.28
<input checked="" type="checkbox"/>	Master Bedroom	Drywall, Ceiling 1/2"	Remove	263.63	SF	Coverage A - ...	\$184.54	\$0.00	\$184.54
<input checked="" type="checkbox"/>	Master Bedroom	Drywall, Ceiling 1/2"	Replace	276.81	SF	Coverage A - ...	\$359.85	\$0.00	\$359.85
		Includes 5% waste on quantity.							
<input checked="" type="checkbox"/>	Master Bedroom	Texture, Ceiling, Sand	Replace	263.63	SF	Coverage A - ...	\$147.64	\$0.00	\$147.64

Add to batch...

Apply Cancel

- From here, uncheck the check box to remove an item from being added to the estimate and make any necessary edits in-line to **Action, Quantity or Coverage**. Click **Apply** to add the line items to the estimate or **Cancel** to exit.

Item Details

<input checked="" type="checkbox"/>	Room/Roof	Description	Action	Quantity	Per	Coverage	RC	Depreciation	ACV
<input checked="" type="checkbox"/>	Closet	Drywall, Ceiling 1/2"	Remove	54.00	SF	Coverage A - ...	\$37.80	\$0.00	\$37.80
<input checked="" type="checkbox"/>	Closet	Drywall, Ceiling 1/2"	Replace	56.70	SF	Coverage A - ...	\$73.71	\$0.00	\$73.71
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<input checked="" type="checkbox"/>	En Suite Bathroom	Drywall, Ceiling 1/2"	Remove	113.00	SF	Coverage A - ...	\$79.10	\$0.00	\$79.10
<input checked="" type="checkbox"/>	En Suite Bathroom	Drywall, Ceiling 1/2"	Replace	118.65	SF	Coverage A - ...	\$154.24	\$0.00	\$154.24
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		Includes 5% waste on quantity.							
<input checked="" type="checkbox"/>	Master Bedroom	Texture, Ceiling, Sand	Replace	263.63	SF	Coverage A - ...	\$147.64	\$0.00	\$147.64

Add to batch...

Apply Cancel



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