CoreLogic®

Job Aid

Estimate Items Multi-Select in Mobile Claims

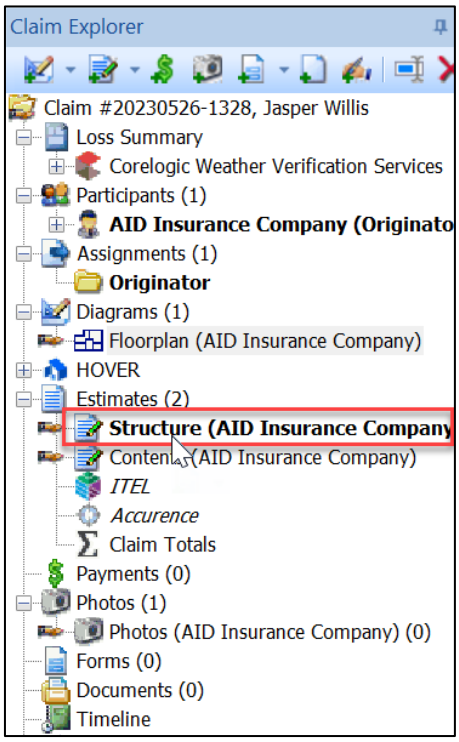
Issue 1
May 26th, 2023

How to Select Multiple Items in an Estimate

This job aid will guide you through the steps to select multiple items when viewing an Estimate in Mobile Claims.

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. From the Claim Explorer, navigate to an **Estimate**.



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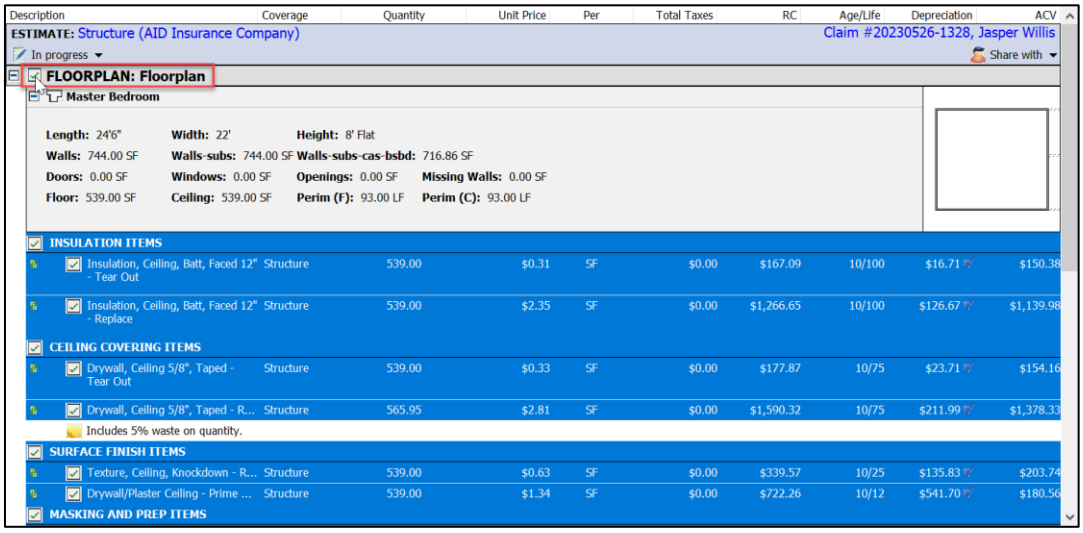
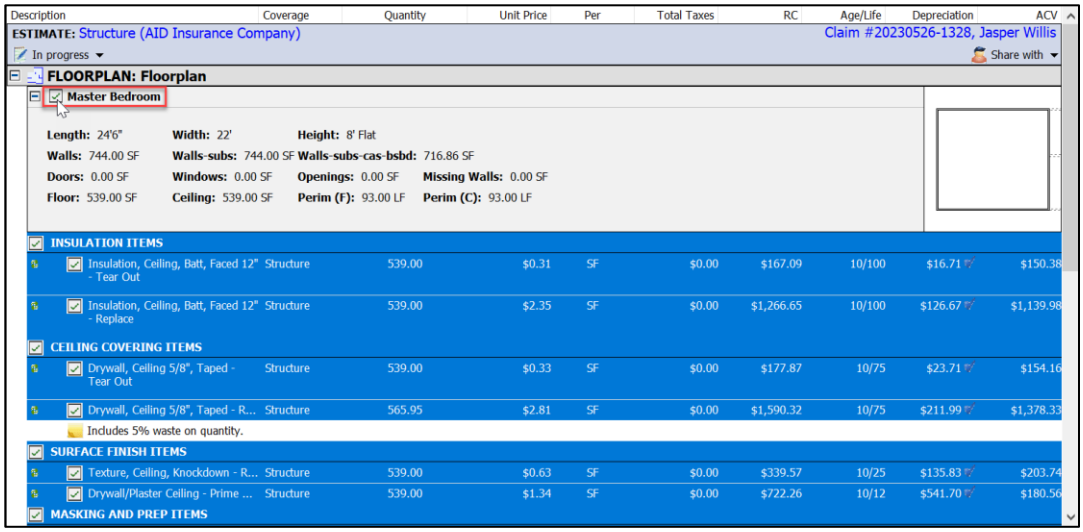
2. Within the estimate, multiple items can be selected at various levels. Click the checkbox next to the **Diagram Object** (ie Floorplan, Roofplan, Exterior Plan) to select all items for that Diagram Object.



Click the checkbox next to the **Room** or **Area** to select all items within that specific room/area.



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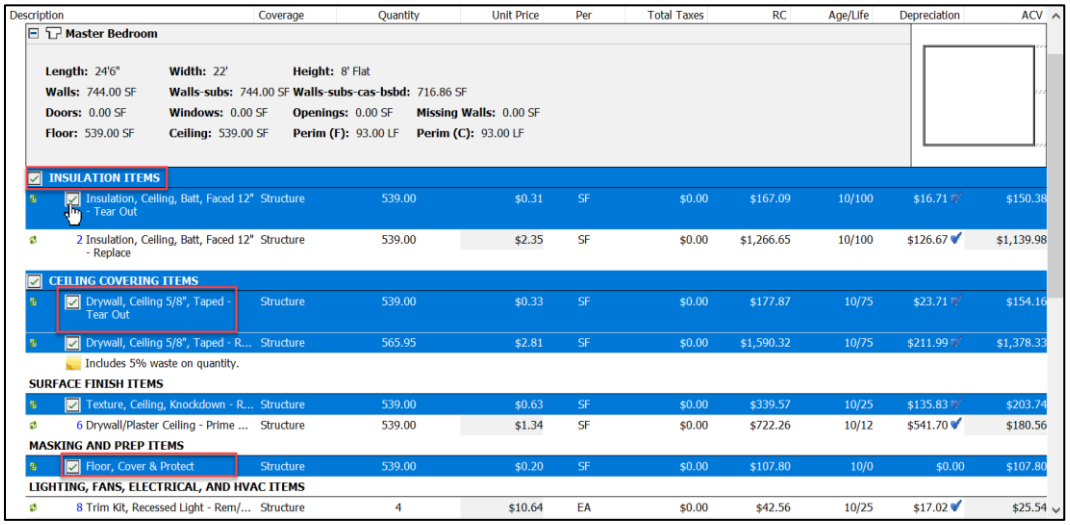
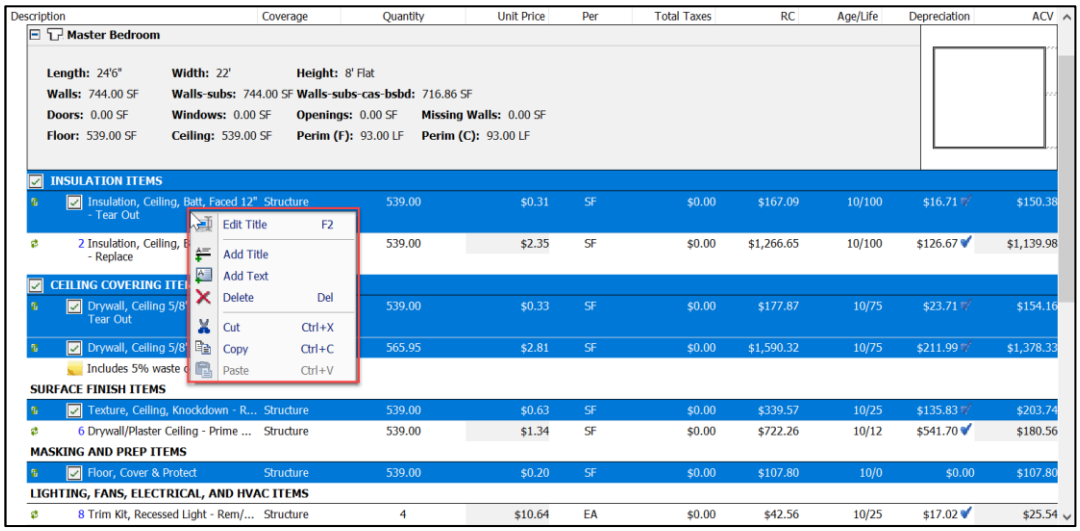
Check the box next to individual **Titles** and **Line Items** to select multiple items across the estimate.



Note: *Selecting the box next to a Title within the estimate will not automatically select all the checkboxes of the items within that Title's category.*

3. Complete the bulk edits necessary at this time. Right-click on any of the items to be presented with available action items (edit, cut, copy, delete, etc).



Note: *The dropdown menu will change and present different options depending on what items are multi-selected and if they are similar types of items (ie, line items, notes, titles, etc).*

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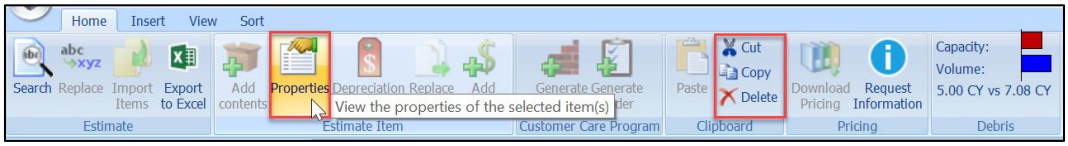
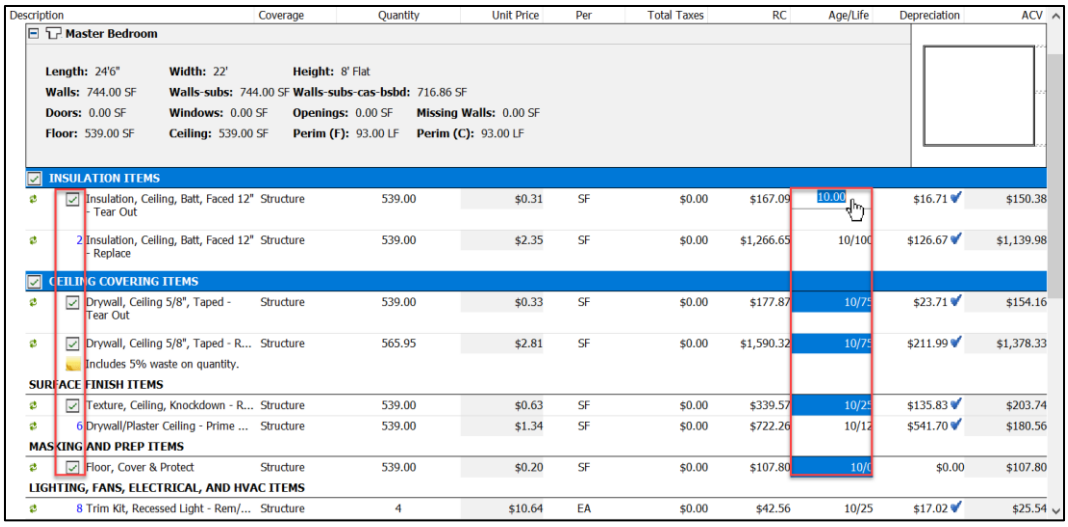
Select an available action item from the Ribbon.

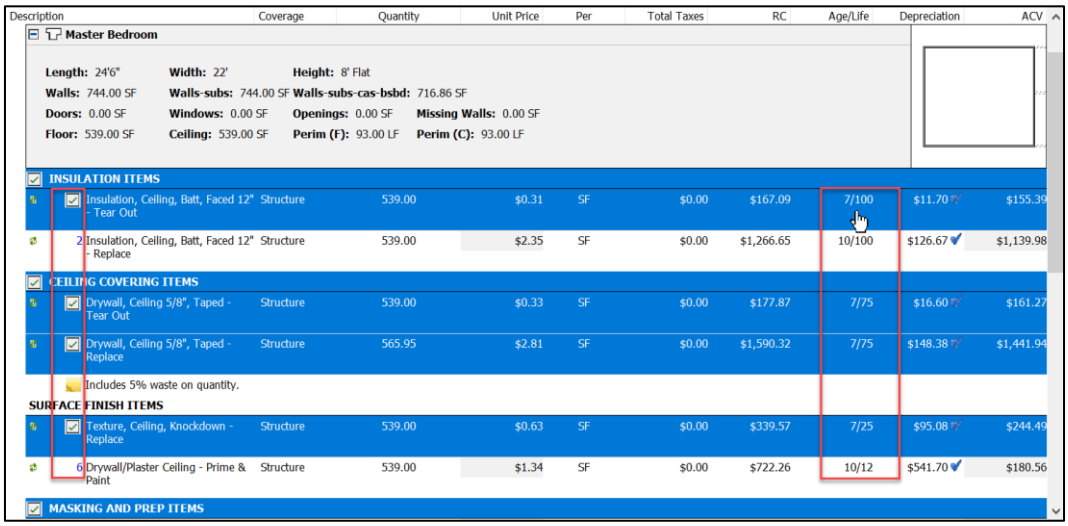


Note: *Buttons available to the user when line items are multi-selected will present brighter. The ones that are unavailable will be faded.*

Complete bulk edits to line-item properties using in-line editing.



4. Edits made to the properties of items while multi-selected will reflect on all items that were selected at the time of the change.



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