CoreLogic®

Job Aid

Reordering Line Items – Mobile Claims

Version 7.2

Issue 1
November 15th, 2023

Reordering Line Items in Mobile Claims

This job aid will guide a User through the steps to reorder line items in a combined or merged view revision/supplement estimate, and to reorder line items in an estimate with subrooms when Estimate View Option 'Combine Related Subrooms' is ON.

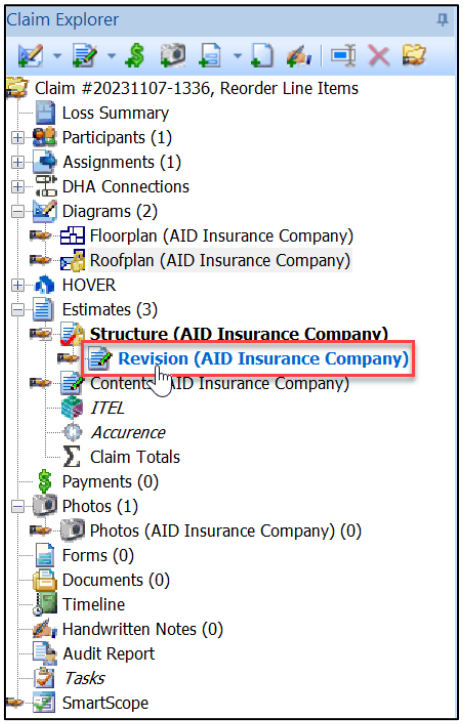
The following tasks are described in this document:

- Reordering Line Items in a Combined or Merged View Revision Estimate
- Reordering Line Items in a Subroom Grouping when 'Combine Related Subrooms' is On

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.*

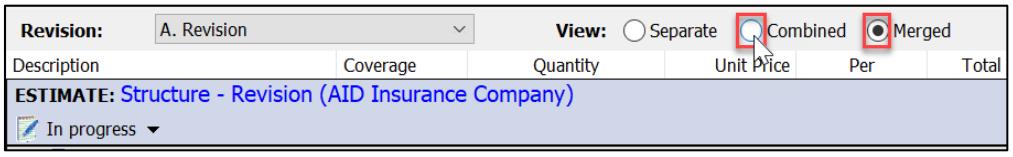
Reordering Line Items in a Combined or Merged View Revision Estimate

1. In a Revision/Supplement Estimate where additional line items have been added, navigate to the Estimate from the Claim Explorer.

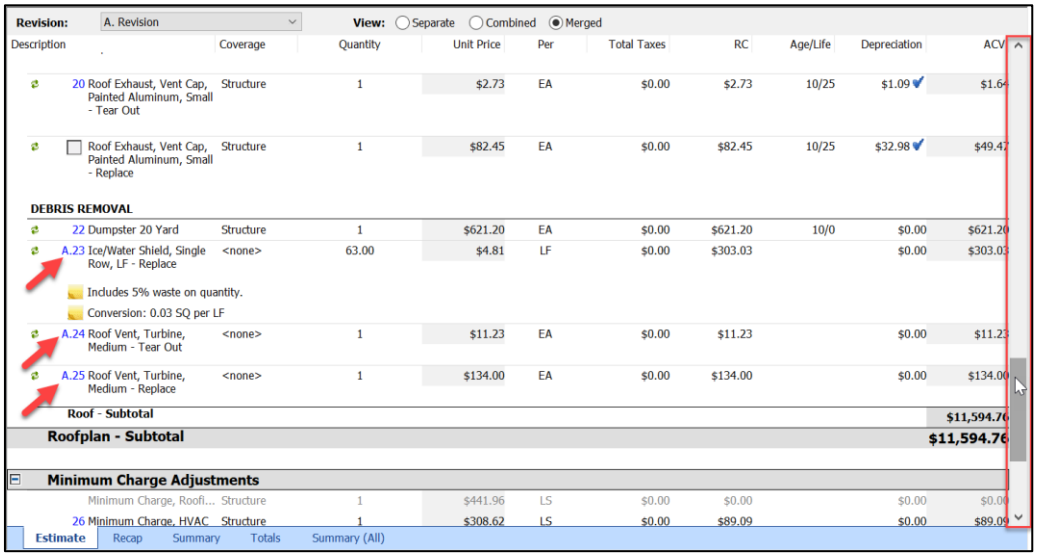


© 2023 CoreLogic, Inc. All rights reserved.

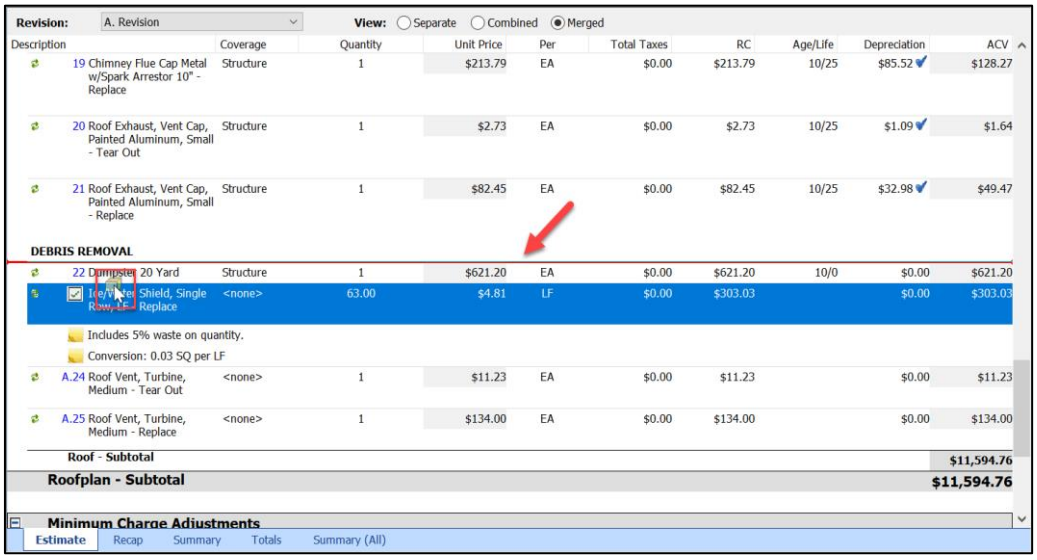
2. Check the radio button next to **Combined** or **Merged** in the View options.



3. Once in Merged or Combined view, scroll to the bottom of the estimate to view the newly added item(s), as newly added items to a Revision estimate will always default to being added to the bottom.

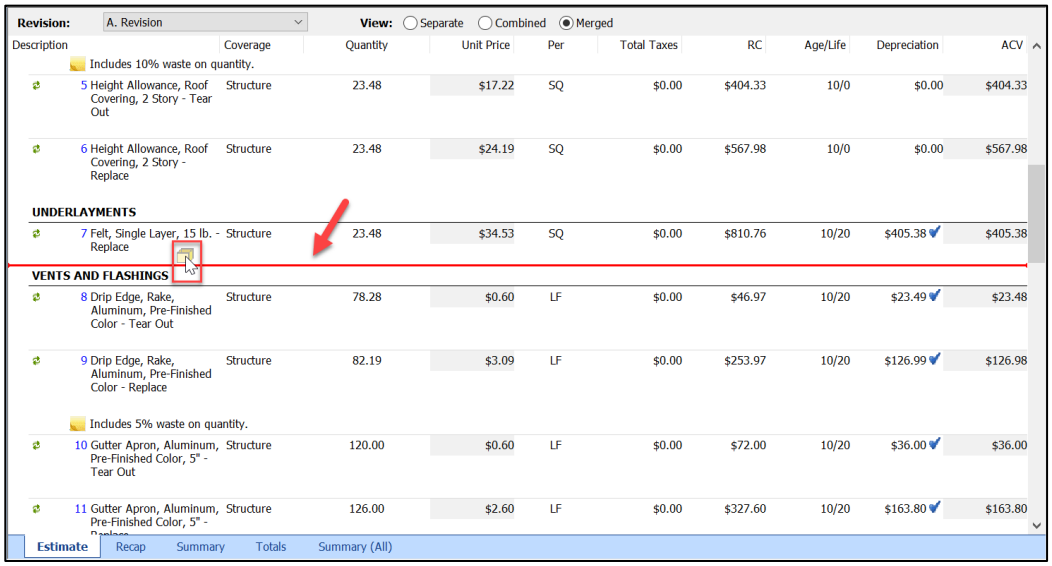


4. Click anywhere on the line item that needs relocating, then drag and drop it into the desired place.

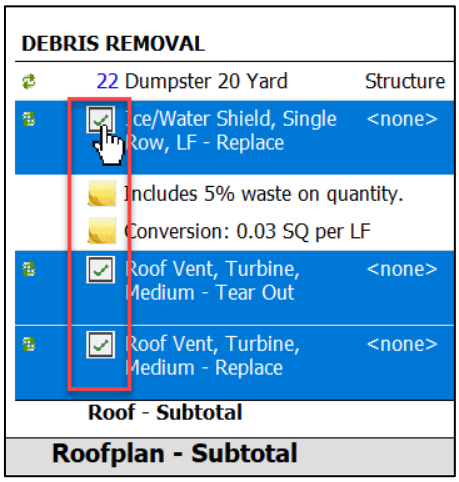


© 2023 CoreLogic, Inc. All rights reserved.

The red line is the indicator of where the line item is to be placed.

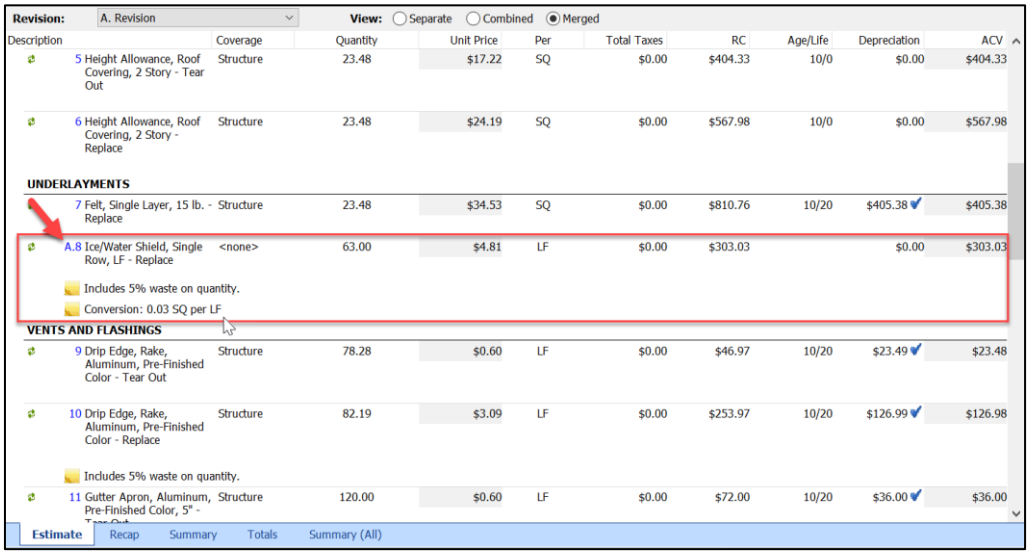


Note: *You may move multiple line items at once by checking the boxes of all the line items that you wish to move.*

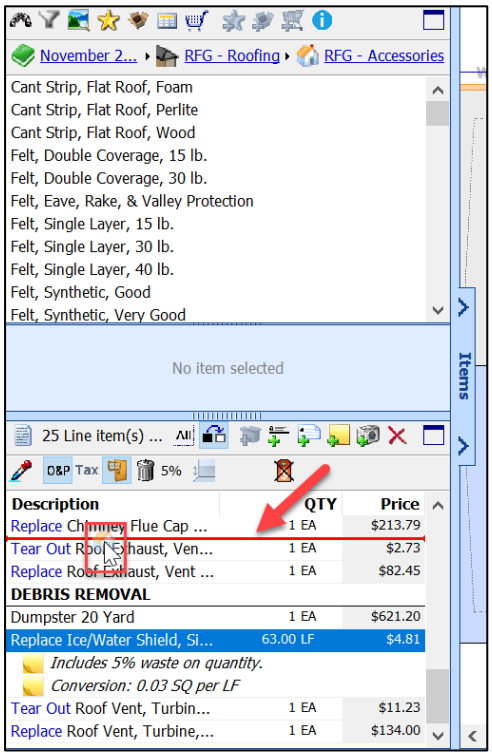


© 2023 CoreLogic, Inc. All rights reserved.

5. View the item(s) in its new location with the updated line item number(s).



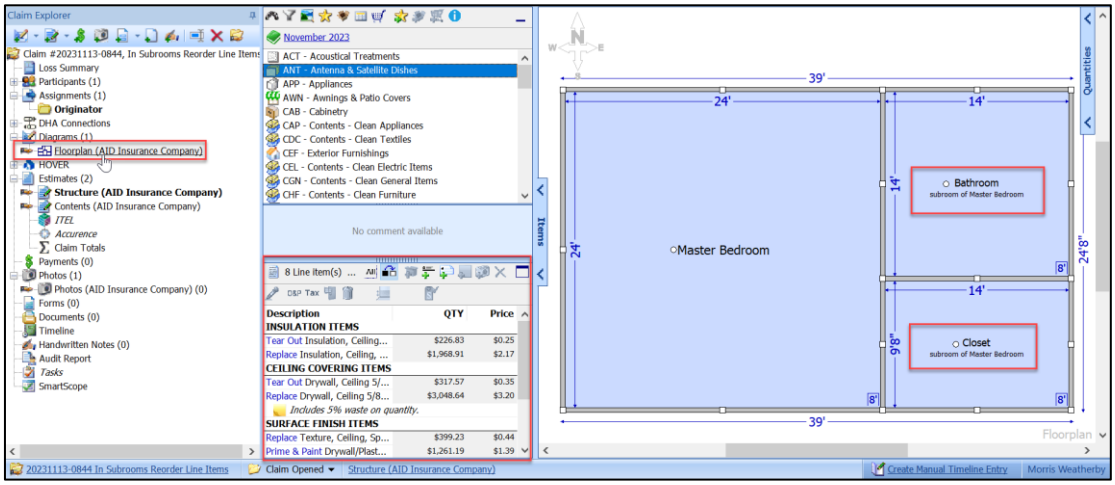
Note: *Line items may also be reordered in a Revision or Supplement Estimate from the Items Panel by clicking anywhere on the line item, then dragging and dropping into the desired order.*



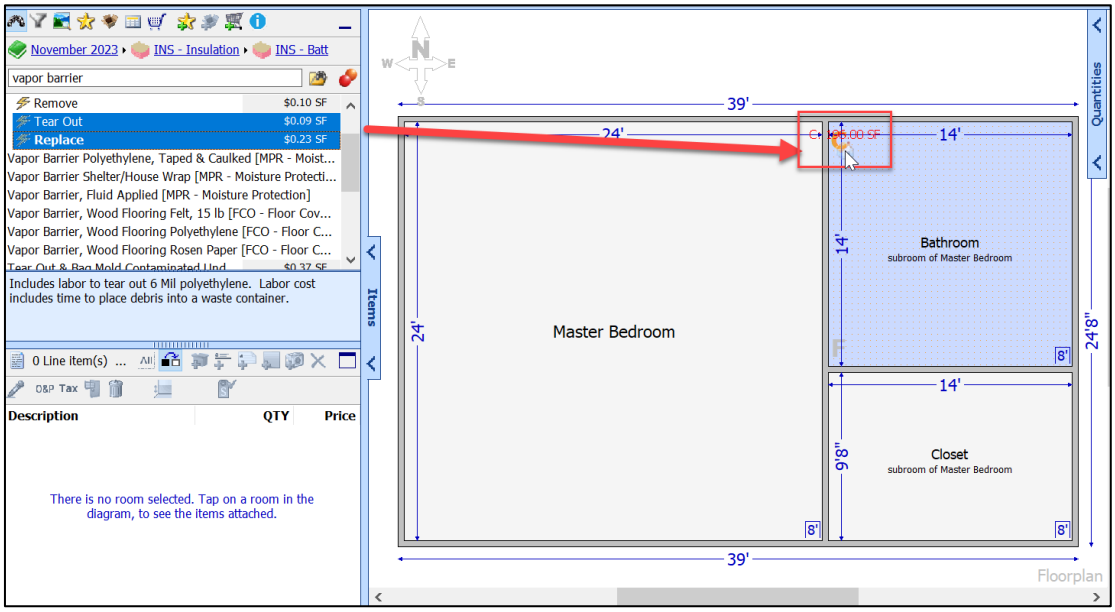
© 2023 CoreLogic, Inc. All rights reserved.

Reordering Line Items in a Subroom Grouping when 'Combine Related Subrooms' is ON

1. Navigate to the Floorplan of a Claim where there is:
   a. a subroom grouping AND
   b. items have previously been added to **all** rooms of the subroom grouping

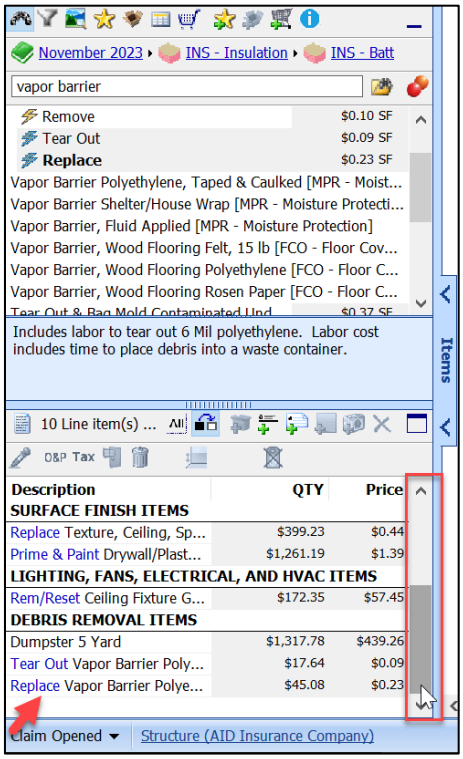


2. Locate the line item(s) to add to the estimate and drag & drop it onto the Floorplan. (For this specific update, the line item(s) can only be added to one or multiple rooms of the grouping that is not the main room.)

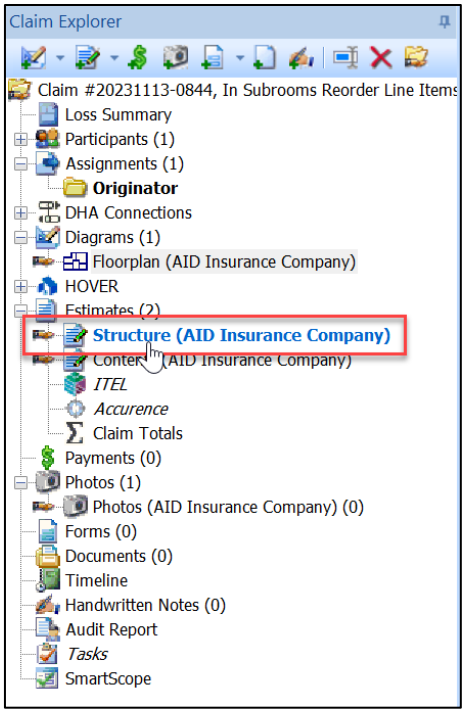


© 2023 CoreLogic, Inc. All rights reserved.

3. Scroll down in the Items panel to see the newly added line items at the bottom of the list of items.

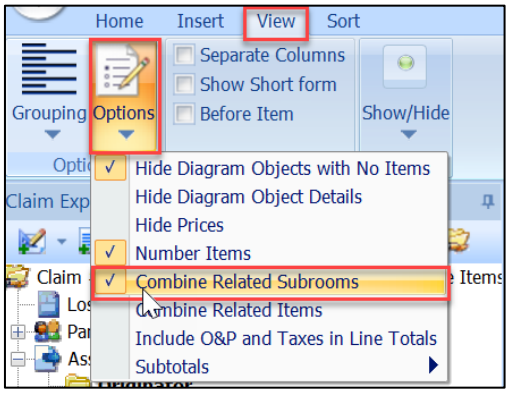


4. Next, navigate to the Estimate from the Claim Explorer.

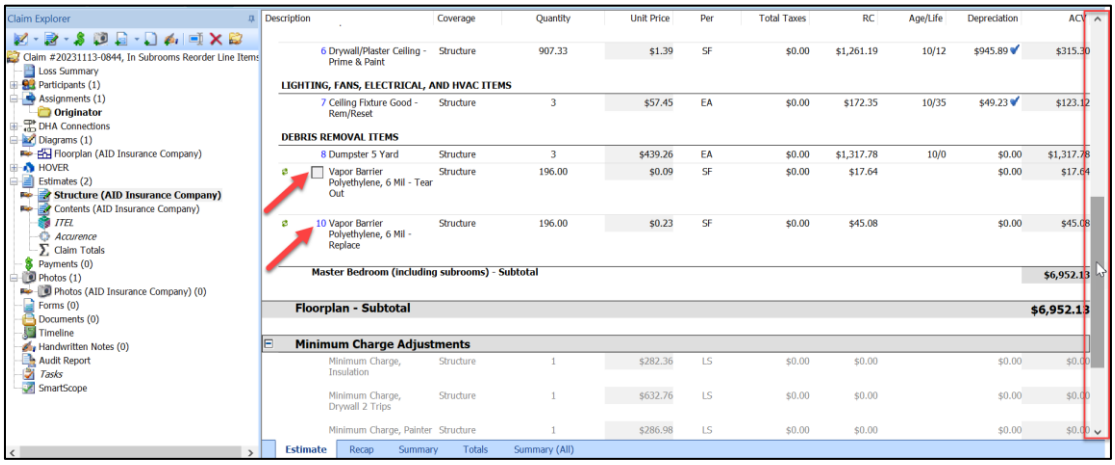


© 2023 CoreLogic, Inc. All rights reserved.

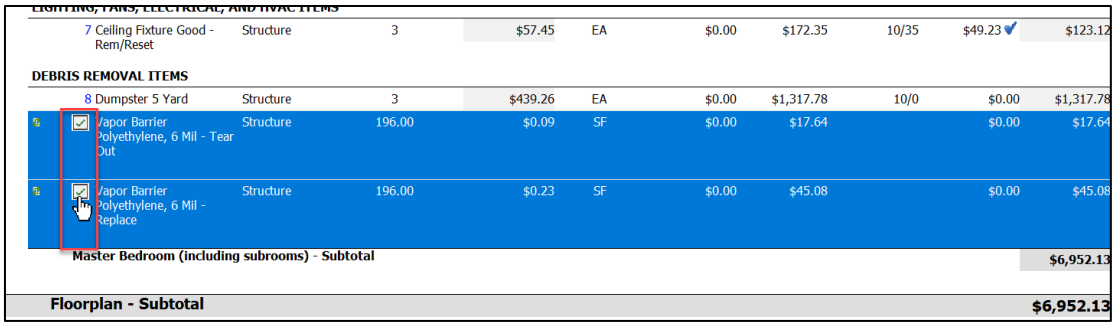
5. Ensure that **Combine Related Subrooms** is ON in the **Options** within the **View** tab.



6. Scroll down in the Estimate to see the newly added items at the bottom of the Estimate. They are likely in a location that is not logical.

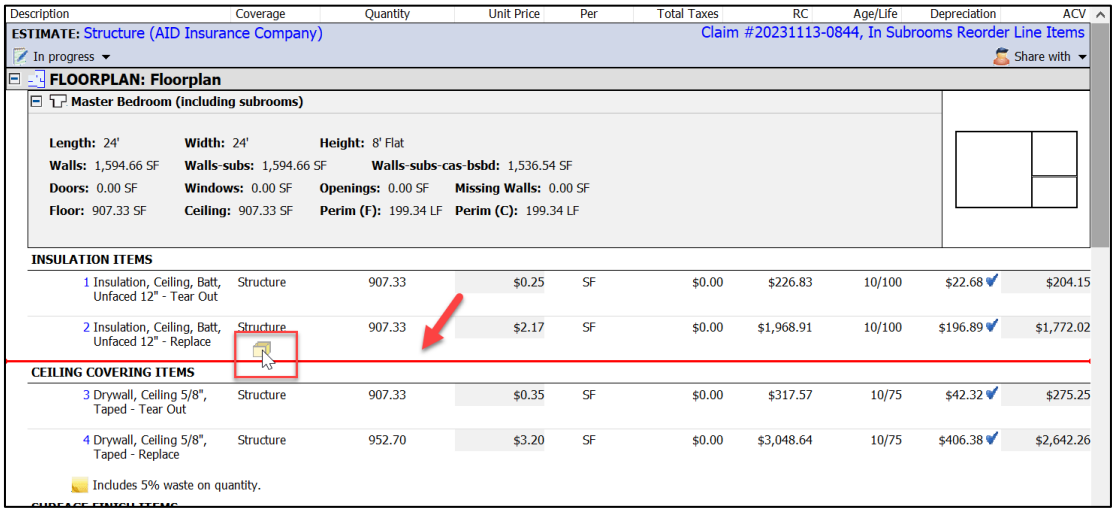


7. If moving multiple items, check the boxes next to the line items you wish to relocate.

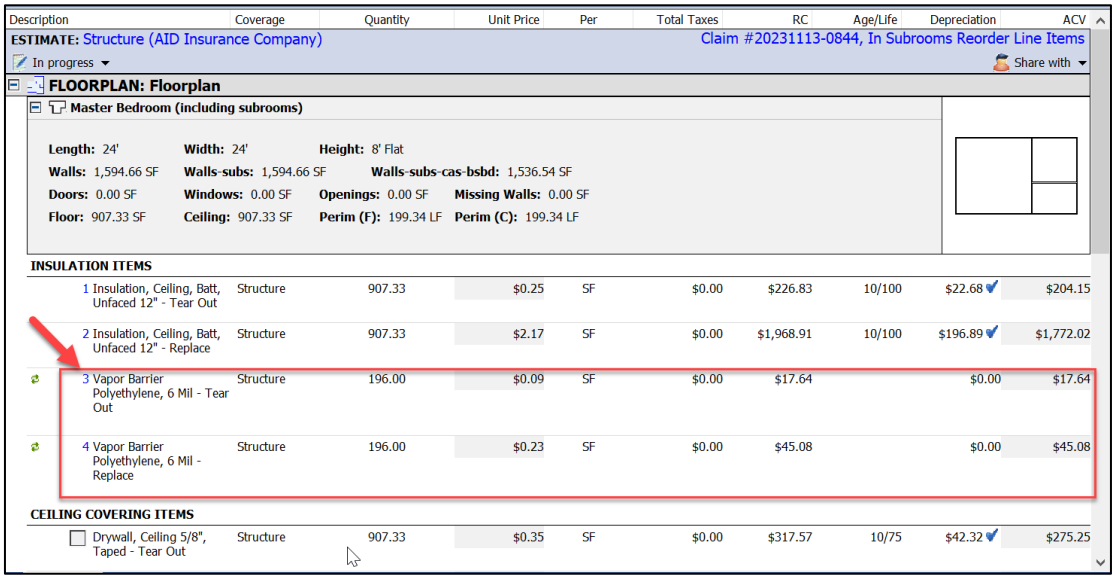


© 2023 CoreLogic, Inc. All rights reserved.

8. Click anywhere on the line item(s) and drag & drop within the estimate to the desired new location. The red line is the indicator of where the items are to be placed.

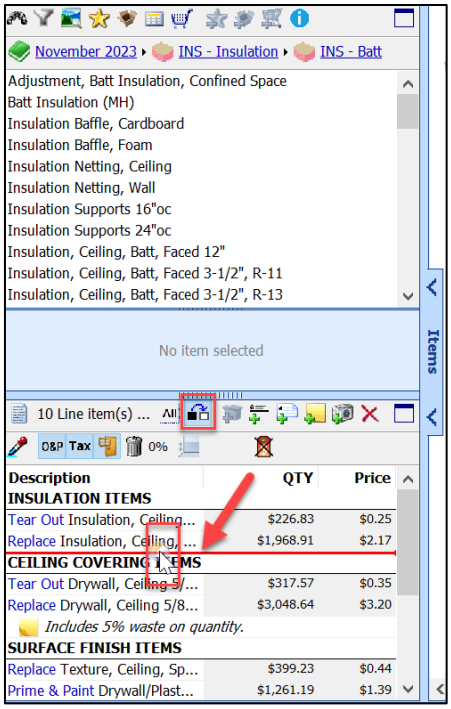


9. View the line items in the new location with the updated line item numbers.



Note: *Line items may also be reordered from the Items Panel when Combine Related Subrooms is ON by clicking anywhere on the line item or selected grouping of line items, then dragging and dropping into the desired order.*

© 2023 CoreLogic, Inc. All rights reserved.



© 2023 CoreLogic, Inc. All rights reserved.

About CoreLogic

CoreLogic is the leading provider of property insights and solutions, promotes a healthy housing market and thriving communities. Through its enhanced property data solutions, services and technologies, CoreLogic enables real estate professionals, financial institutions, insurance carriers, government agencies and other housing market participants to help millions of people find, buy and protect their homes. For more information, please visit corelogic.com.

For additional information, please visit Corelogic.com.

© 2023 CoreLogic, Inc. All rights reserved.
CORELOGIC and the CoreLogic logo are trademarks of CoreLogic, Inc. and/or its subsidiaries.
All other trademarks are the property of their respective holders.

CoreLogic®