

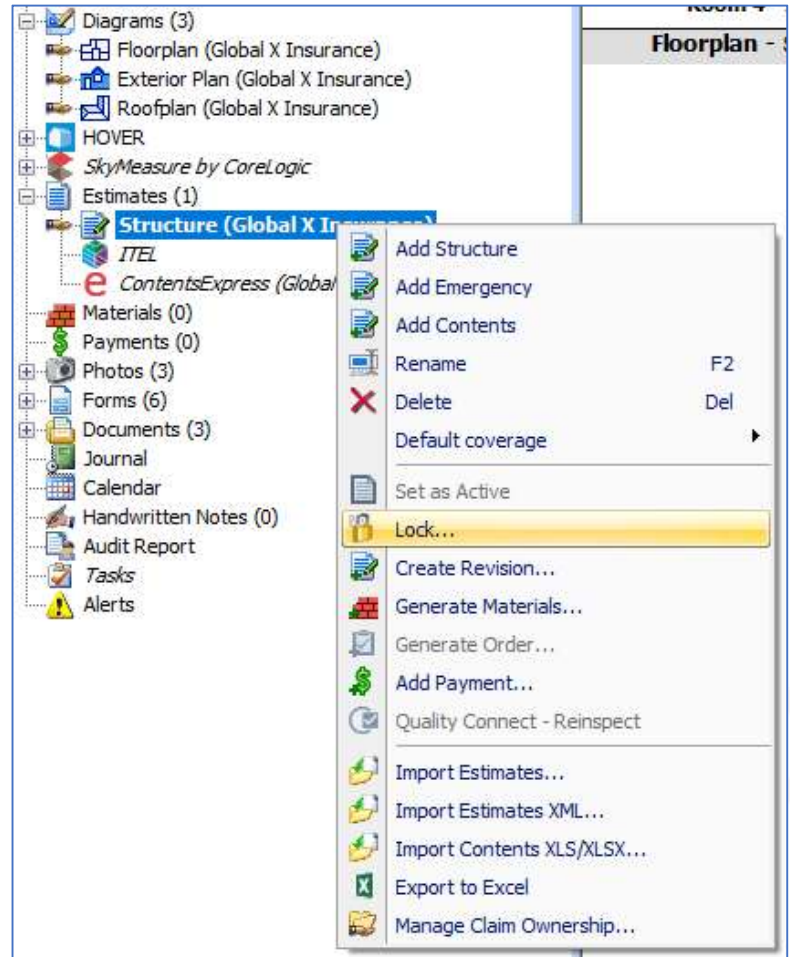
Locking an estimate will prevent further changes from being made to an existing estimate. Once an estimate is locked, it cannot be unlocked. Any edits made after the estimate is locked will be automatically entered in an estimate Revision which is attached to the original estimate.

AUTOMATIC ESTIMATE LOCKING

Estimates may be locked automatically when they are marked as completed or approved and the claim has been synchronized. An administrator from the claim's originating company can configure when estimates will be locked automatically.

MANUAL ESTIMATE LOCKING

From the Claim Explorer, right-click a structure estimate under the Estimate heading and select Lock. Once you have clicked Lock, the estimate will be locked. A second way to manually lock an estimate is when you select Create Revision, which locks the original estimate by default when a revised estimate is created.



ONCE AN ESTIMATE IS LOCKED

- All associated diagrams will be locked.
- Any modifications that must be made to the locked estimate must be done by creating an estimate revision.
- Any modifications that must be made to a diagram must be done by creating a revised diagram.

NOTE: The claim may need to be uploaded prior to manually locking an estimate; should an upload be required, you will see a dialogue box prompting you to upload at that time.

Estimate locking usually works in tandem with creating revisions. Please see the Creating a Revision Job Aid for additional information on revisions.