



Job Aid

Applying an Interior Assembly to an Estimate

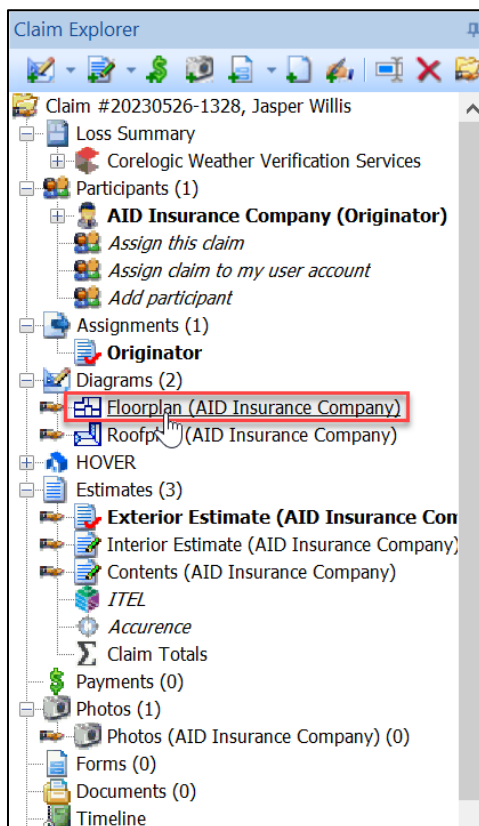
Issue 1
June 9, 2023

How to Apply an Interior Assembly to an Estimate

This job aid will guide you through the steps that will allow you to apply an Interior Assembly to an Estimate.

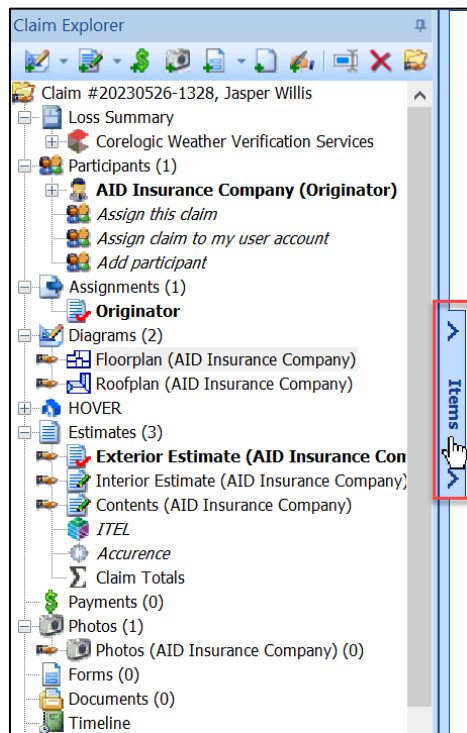
Note: This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

1. Start by navigating to the Floorplan from the Claim Explorer.

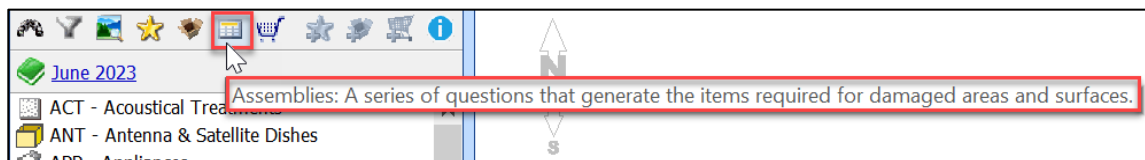


Note: The Floorplan can be a natively drawn Floorplan or an imported Floorplan from an imagery partner.

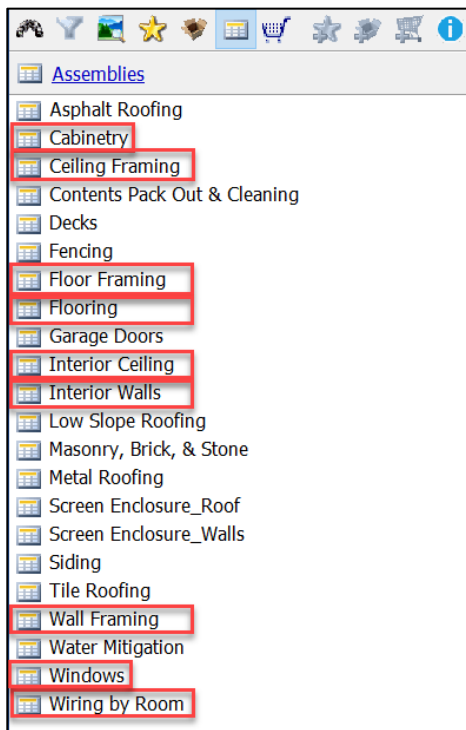
2. Click the **Items** blade to be presented with the Pricing Database and different methods of adding line items to the estimate.



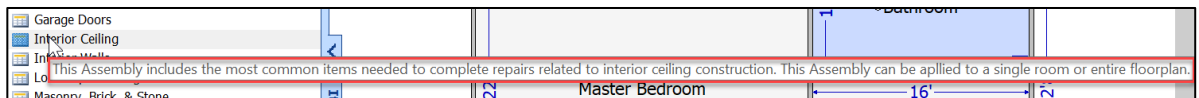
3. Click on the table icon at the top of the **Items** blade to view the list of available assemblies to use with the estimate.



Nine of the 22 Assemblies can be applied to a room, part of a room or a Floorplan.

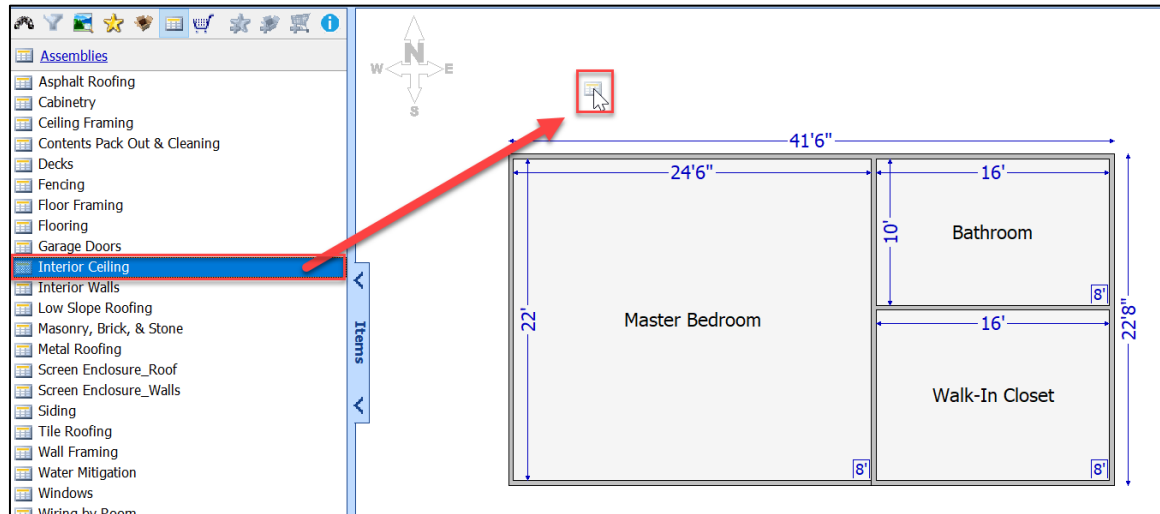


Note: If you hover your mouse over an assembly name, a brief description with instructions on which surfaces or objects that assembly can be applied to in a diagram will display.

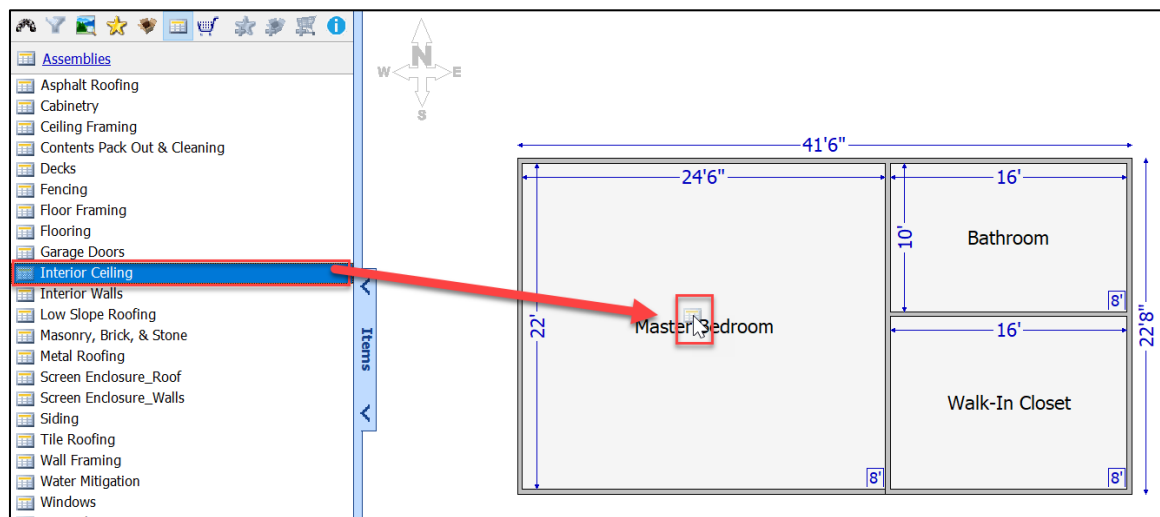


4. Select the **Interior Assembly**, then drag-and-drop it onto the desired location of the **Floorplan**.

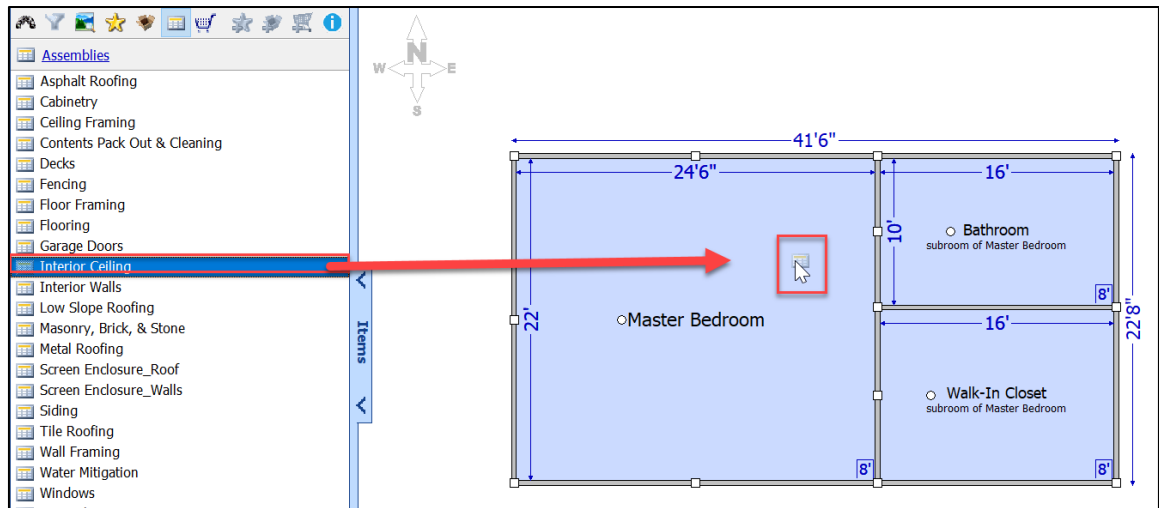
For any type of Floorplan, drag the Assembly icon to the whitespace of the Floorplan for the Assembly to apply to all rooms of the diagram.



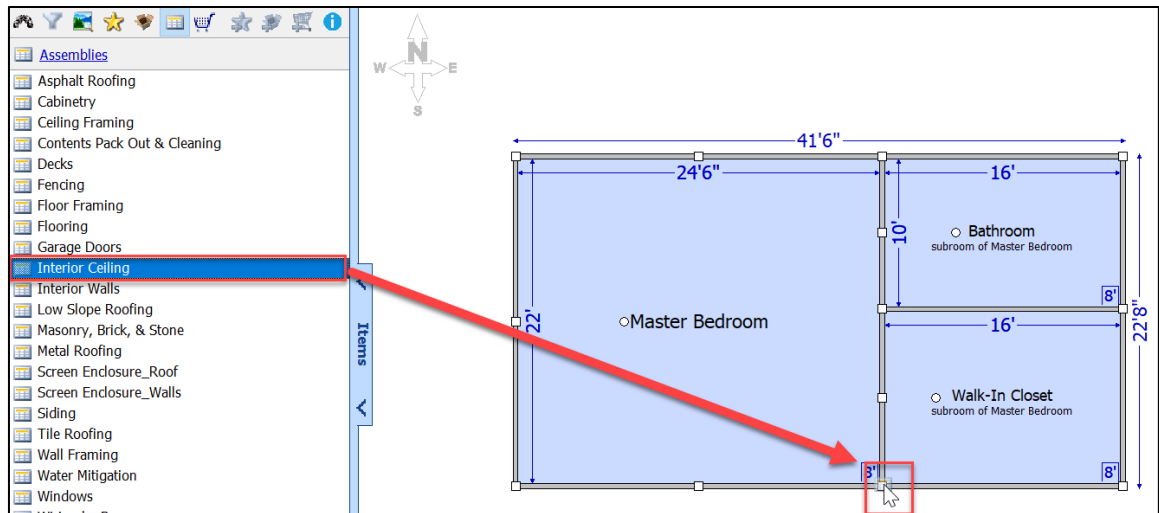
Drag the Assembly icon and drop it over the Name of the Room to apply the Assembly to only that Room of a Diagram.



In a Subroom Grouping, drag the Assembly icon and drop it anywhere on the open space within one of the joined rooms to apply the Assembly to all rooms of the grouping.



In a Subroom Grouping, drag the Assembly icon and drop it on a shared wall corner of any rooms to apply the Assembly to only those rooms of the room grouping.



5. After the Assembly window opens automatically, begin the process of answering the questions. Scroll down to ensure that all sections of the questionnaire are addressed.

Assembly

INTERIOR CEILING

Previous Next

Overview

ASSEMBLIES | Interior Ceiling

Select Coverage Structure

Ceiling Age (years) 7

Damage Severity Replacement *

Scope Tear Out & Replacement *

Ceiling Type Drywall *

Select Drywall Thickness Drywall

Is This An Exterior Ceiling? ☐ Yes ☒ No

Ceiling Finishes

Note: If there is insulation in the affected ceiling, click Yes on the 'Is This an Exterior Ceiling?' question to be presented with additional questions regarding insulation.

Select Drywall Thickness 5/8"

Is This An Exterior Ceiling? ☒ Yes ☐ No

Insulation and Vapor Barrier

Insulation Needed? ☐ Yes ☒ No

Add Vapor Barrier? ☐ Yes ☒ No

6. Once all pertinent questions have been answered, click **Next** to proceed.

Assembly

INTERIOR CEILING

Previous Next

Overview

ASSEMBLIES | Interior Ceiling

Select Coverage

Ceiling Age (years)

Damage Severity

Scope

Ceiling Type

7. The **Validation** screen will then be displayed.

If all questions have been answered properly, click **Generate**.

Assembly

VALIDATION

Previous Next

Validation

All questions have been properly answered. Click Generate to generate the estimate items.

Generate

If a mandatory question was missed, click the **Red Question Hyperlink** to be taken back to the missed question within the Assembly.

Assembly

VALIDATION

Previous Next

Validation

You need to answer the following mandatory questions before continuing:

- [Damage Severity \(Interior Ceiling\)](#)
- [Select Finish \(Interior Ceiling\)](#)

Answer the missed mandatory question, then click **Next** and **Generate** as outlined in previous steps.

Assembly

INTERIOR CEILING

Previous

Next

Overview

ASSEMBLIES | Interior Ceiling

Select CoverageStructure

Ceiling Age (years)7

Damage Severity

ScopeReplacement

Content Manipulation

Note: Mandatory questions are indicated with an asterisk.

8. The **Item Details** window will open next. Within the **Item Details** window, customize the assembly line items by modifying or removing items from the list before applying them to the estimate.

Item Details

<input checked="" type="checkbox"/>	Room/Roof	Description	Action	Quantity	Per	Coverage	RC	Depreciation	ACV
<input checked="" type="checkbox"/>	Bathroom	INSULATION ITEMS							
<input checked="" type="checkbox"/>	Bathroom	Insulation, Ceiling, Blown Cellulose, Tear Out		160.00	SF	Structure	\$94.40	\$6.61	\$87.79
<input checked="" type="checkbox"/>	Bathroom	Insulation, Ceiling, Blown Cellulose, Replace		160.00	SF	Structure	\$265.60	\$18.59	\$247.01
<input checked="" type="checkbox"/>	Bathroom	CEILING COVERING ITEMS							
<input checked="" type="checkbox"/>	Bathroom	Drywall, Ceiling 5/8", Taped	Tear Out	160.00	SF	Structure	\$52.80	\$4.93	\$47.87
<input checked="" type="checkbox"/>	Bathroom	Drywall, Ceiling 5/8", Taped	Replace	168.00	SF	Structure	\$472.08	\$44.05	\$428.03
		Includes 5% waste on quantity.							
<input checked="" type="checkbox"/>	Bathroom	SURFACE FINISH ITEMS							
<input checked="" type="checkbox"/>	Bathroom	Texture, Ceiling, Splatter/Orange Pe	Replace	160.00	SF	Structure	\$67.20	\$18.82	\$48.38
<input checked="" type="checkbox"/>	Bathroom	Drywall/Plaster Ceiling	Prime & Paint	160.00	SF	Structure	\$214.40	\$125.06	\$89.34
<input checked="" type="checkbox"/>	Bathroom	MASKING AND PROTECT ITEMS							

Add to batch...


Previous

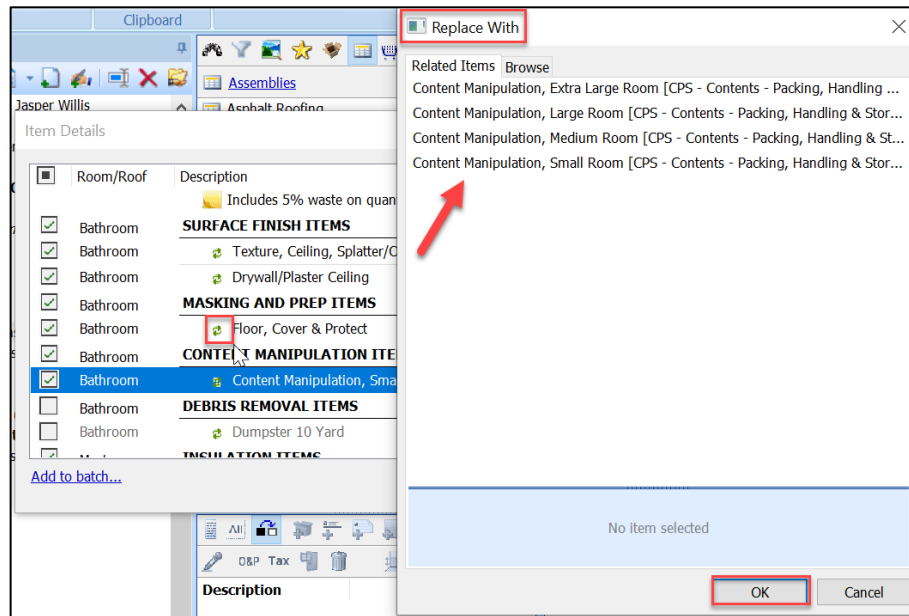
Apply

Cancel




- To remove an item from the list, simply uncheck the checkbox next to the item description.




<input checked="" type="checkbox"/>	Room/Roof	Description	Action	Quantity	Per	Coverage	RC	Depreciation	ACV
<input checked="" type="checkbox"/>	Bathroom	CONTENT MANIPULATION ITEMS							
<input checked="" type="checkbox"/>	Bathroom	Content Manipulation, Small Room	Rem/Reset	1	RM	Structure	\$45.29	\$0.00	\$45.29
<input checked="" type="checkbox"/>	Bathroom	DEBRIS REMOVAL ITEMS							
<input checked="" type="checkbox"/>	Bathroom	Dumpster 10 Yard		1	EA	Structure	\$548.52	\$0.00	\$548.52
<input checked="" type="checkbox"/>	Master Bedroom	INSULATION ITEMS							




- To replace an item on the list, click the green Replace With symbol  next to the line item to be presented with a list of similar items. Select the item from the list to replace the existing item in the estimate and click OK to implement the replacement.



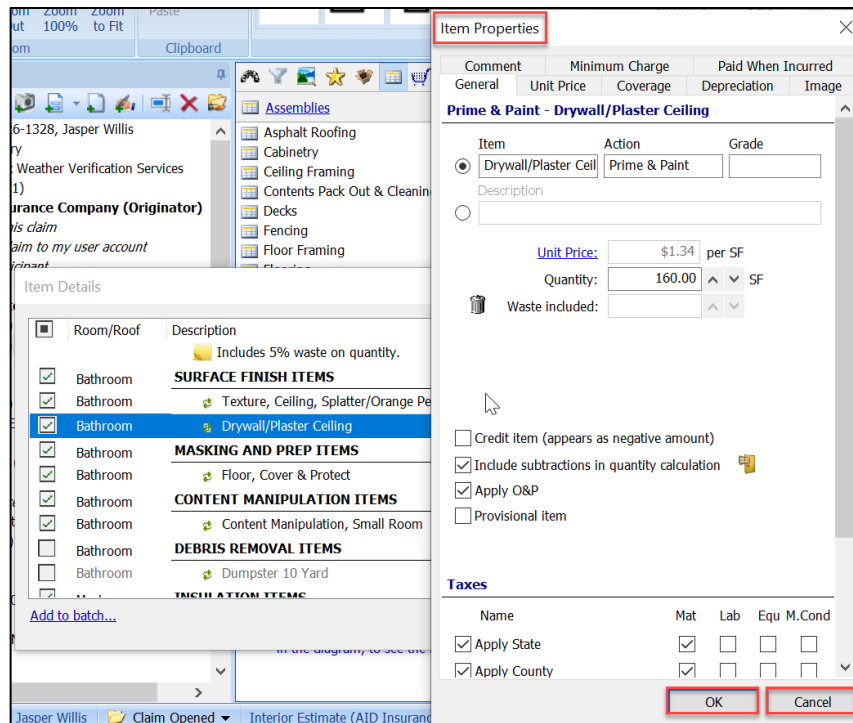
- To modify a line item's properties, certain fields are editable within the line item via dropdown menus (**Action**, **Coverage**) or editing the text in the field (**Quantity**).

Room/Roof	Description	Action	Quantity	Per	Coverage	RC	Depreciation	ACV
<input checked="" type="checkbox"/>	Bathroom	INSULATION ITEMS						
<input checked="" type="checkbox"/>	Bathroom	 Insulation, Ceiling, Blown Cellulose, 12"	160.00	SF	Structure	\$94.40	\$6.61 ✓	\$87.79
<input checked="" type="checkbox"/>	Bathroom	 Insulation, Ceiling, Blown Cellulose, 12"	160.00	SF	Structure	\$265.60	\$18.59 ✓	\$247.01
<input checked="" type="checkbox"/>	Bathroom	CEILING COVERING ITEMS						
<input checked="" type="checkbox"/>	Bathroom	 Drywall, Ceiling 5/8", Taped	160.00	SF	Structure	\$52.80	\$4.93 ✓	\$47.87

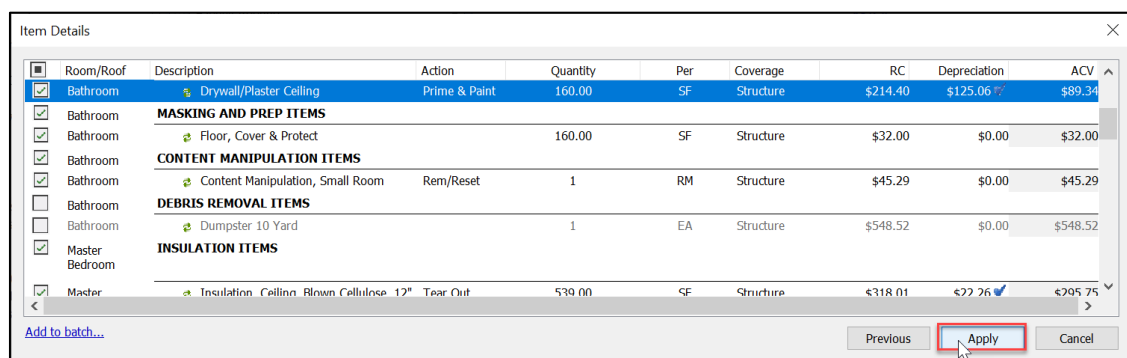
<input checked="" type="checkbox"/>	Bathroom	CEILING COVERING ITEMS						
<input checked="" type="checkbox"/>	Bathroom	 Drywall, Ceiling 5/8", Taped	160.00	SF	Structure	\$52.80	\$4.93 ✓	\$47.87
<input checked="" type="checkbox"/>	Bathroom	 Drywall, Ceiling 5/8", Taped	168.00	SF	Structure	\$472.08	\$44.05 ✓	\$428.03
		 Includes 5% waste on quantity.						

<input checked="" type="checkbox"/>	Bathroom	SURFACE FINISH ITEMS						
<input checked="" type="checkbox"/>	Bathroom	 Texture, Ceiling, Splatter/Orange Peel	160.00	SF	Structure	\$67.20	\$18.82 ✓	\$48.38
<input checked="" type="checkbox"/>	Bathroom	 Drywall/Plaster Ceiling	160.00	SF	Structure	\$214.40	\$125.06 ✓	\$89.34
<input checked="" type="checkbox"/>	Bathroom	MASKING AND PREP ITEMS						
<input checked="" type="checkbox"/>	Bathroom	 Floor, Cover & Protect	160.00	SF	Structure	\$32.00	\$0.00 ✓	\$32.00

- Other item properties are available via the **Item Properties** window by double-clicking on the item. Make any needed modifications, then click **OK** to save changes or **Cancel** to exit the window.

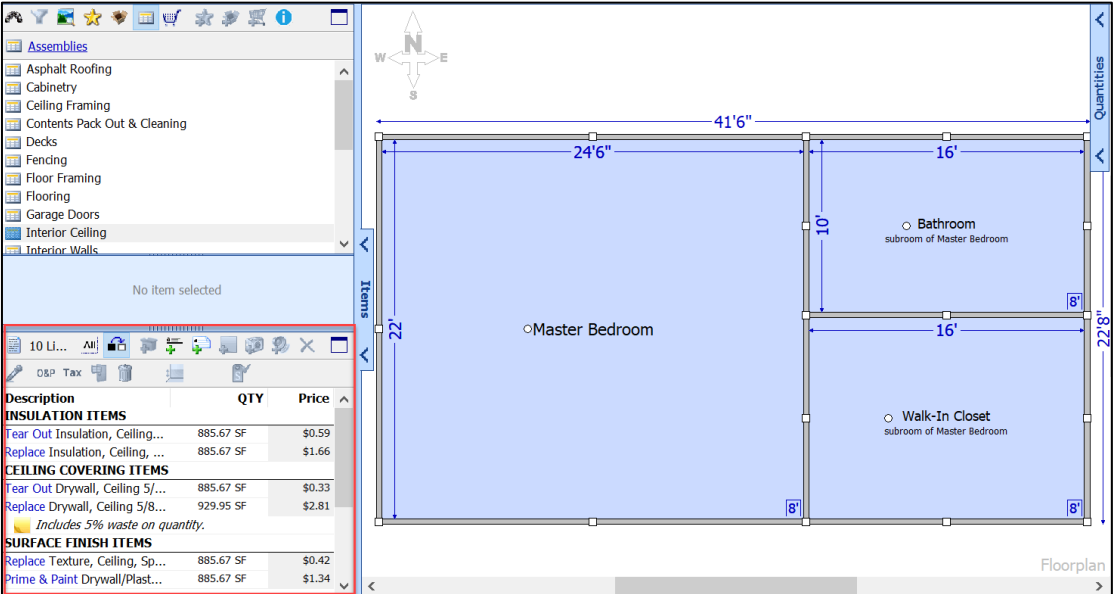


- Click **Apply** to add the items to the estimate.



Note: Click **Previous** to go back to the Assembly questionnaire if there was something missed or if a question's answer needs amending. Click **Cancel** to cancel the process of adding line items to the estimate and close out the Item Details window.

10. The line items have now been added to the estimate and the assembly process is complete.





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