



# Job Aid

**Batches – Claims Estimate**

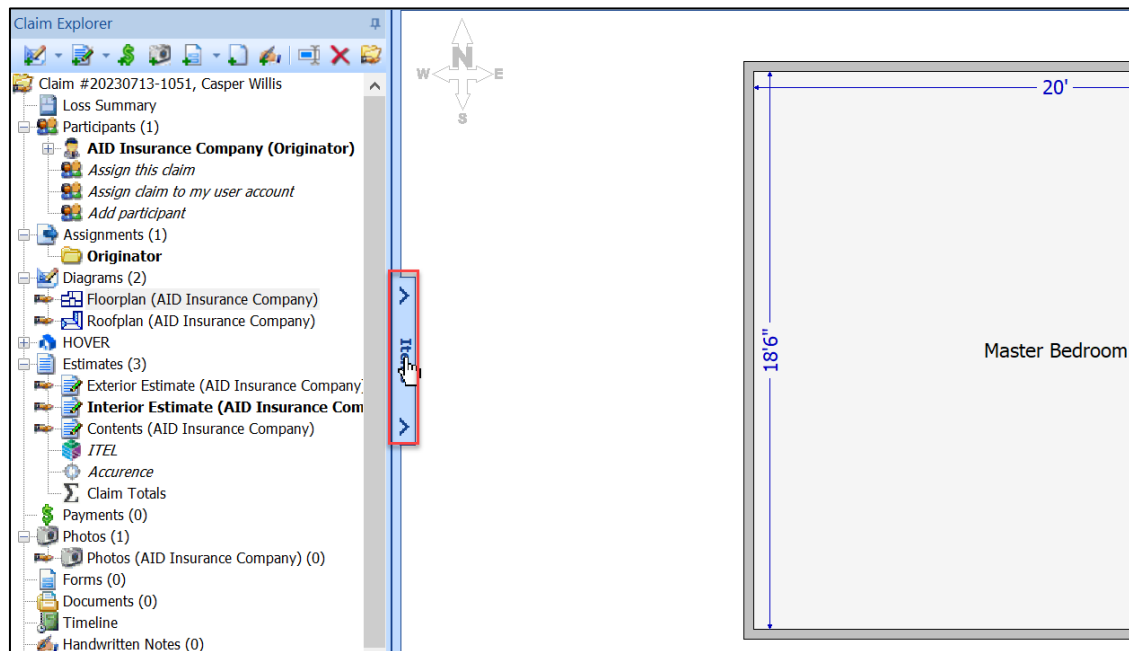
Issue 1  
July 17, 2023

# Batches in CoreLogic Claims Estimate

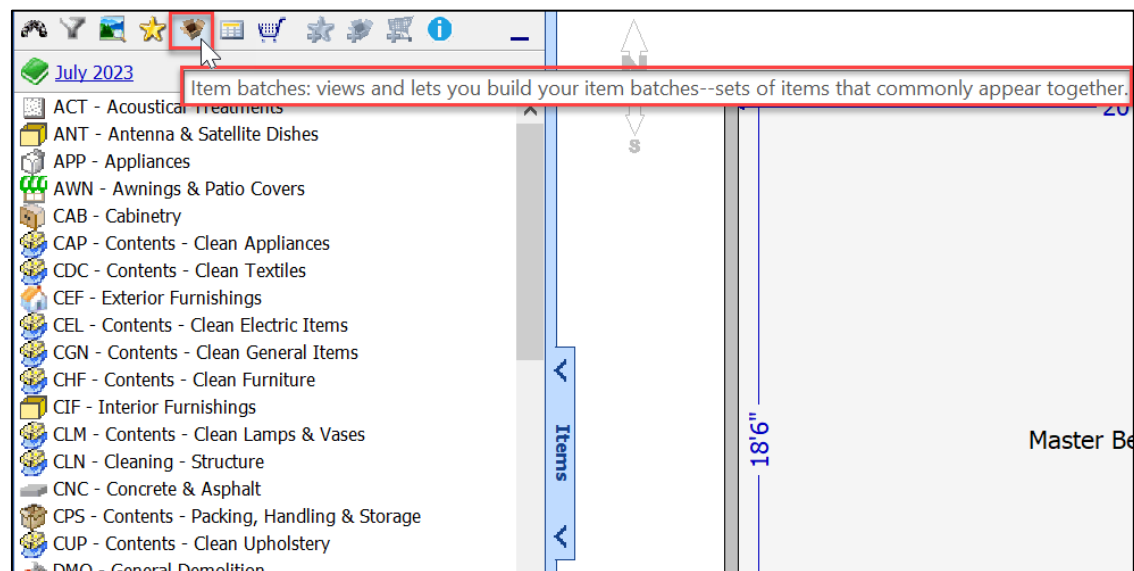
This job aid will guide a user through the steps to create, share and delete a Batch in Claims Estimate, formerly Mobile Claims.

**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.

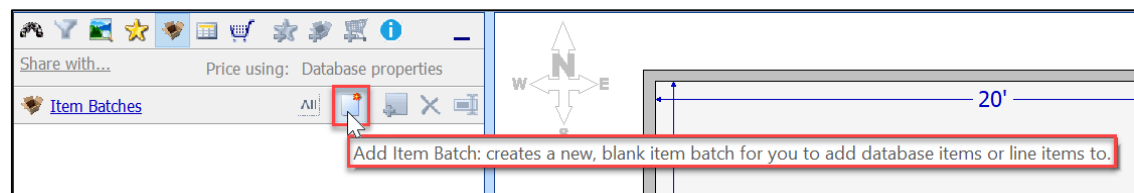
1. Open the **Items Blade** within a Diagram.



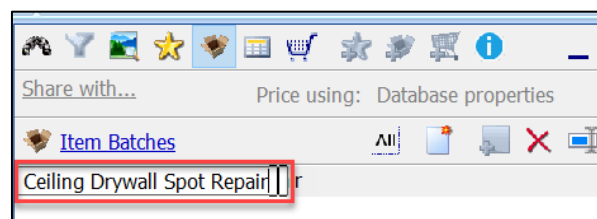
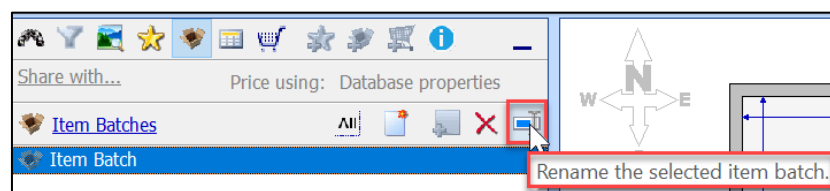
2. Click on the **Batches Icon** inside the Items Blade.



3. Select the **Add Items Batch** icon to start a new Batch.

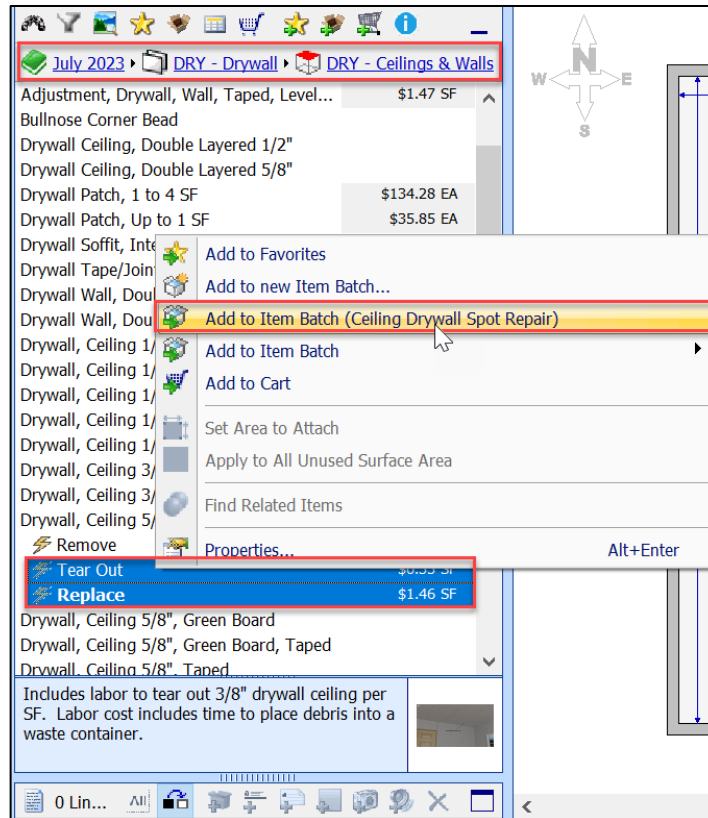


4. Click the **Rename Batch** icon, then type the desired name for the Batch into the text field.

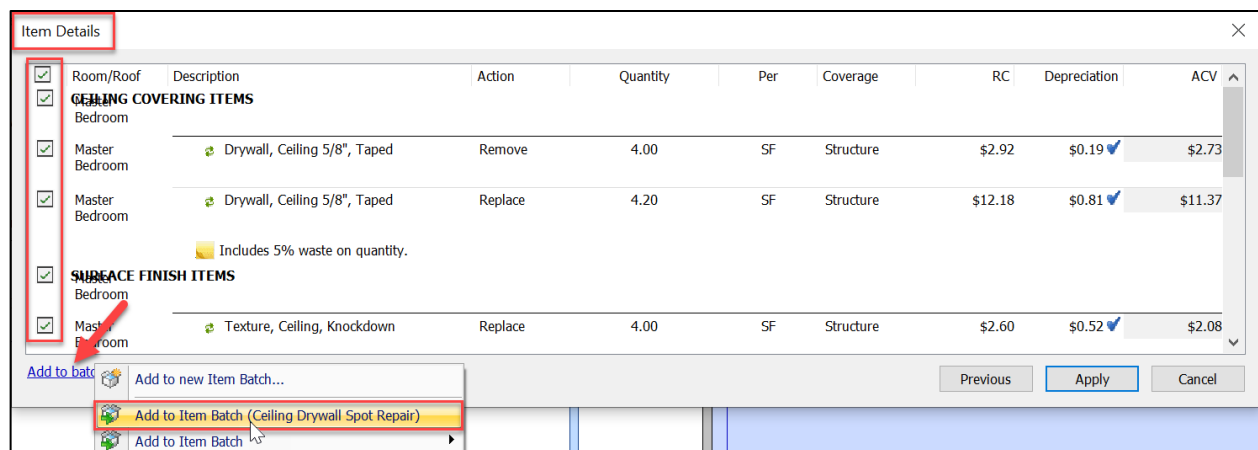


5. **Add Line Items** to the Batch by:

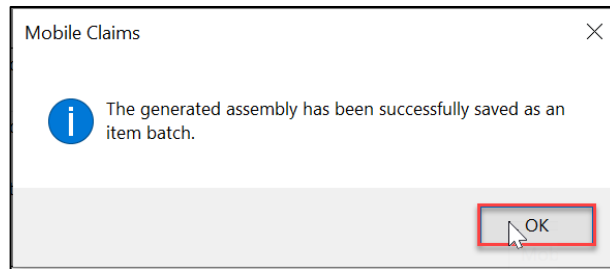
- Selecting Line Items from the **Database**, right clicking and choosing **Add to Item Batch** (*Insert Item Batch's Name here*) from the menu.



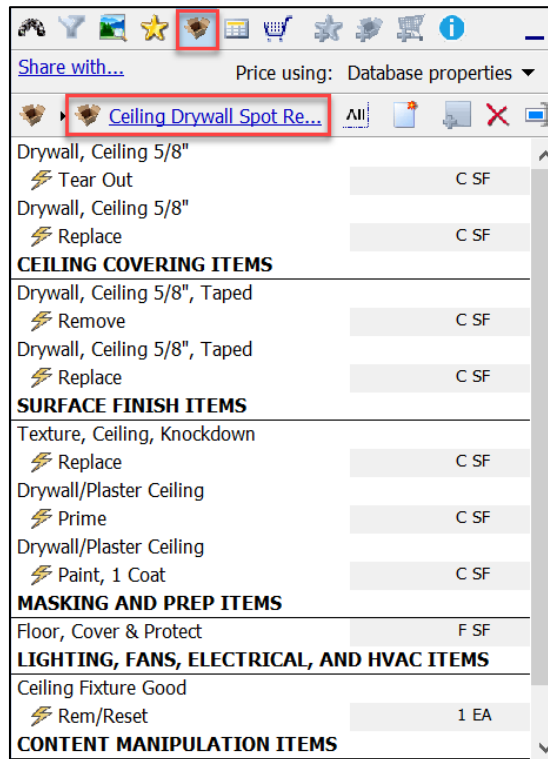
- Completing an **Assembly**, then selecting the Line Items from the **Item Details** window, clicking **Add to batch...**, and then choosing **Add to Item Batch** (*Insert Item Batch's Name here*).



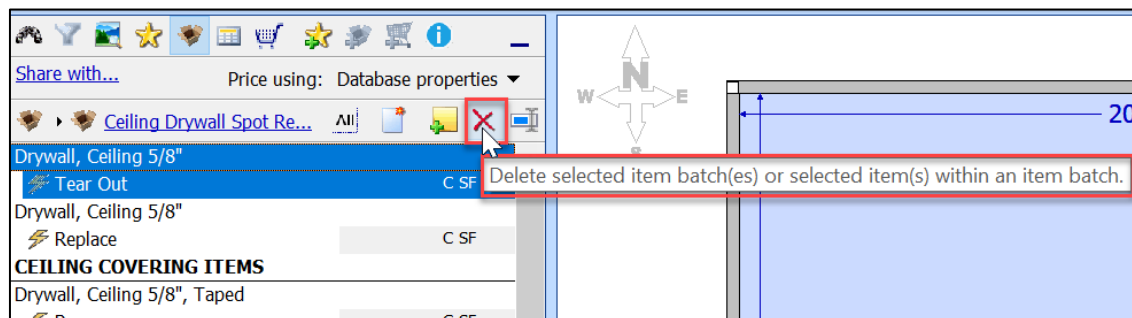
Click 'OK' to exit the dialog window.



6. Return to the **Batch** to view the items added to it.

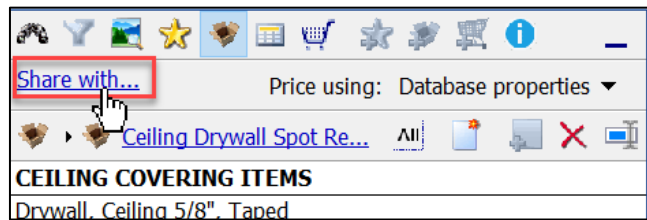


7. Highlight an item or items in the Batch, and click the red **X** to delete the unwanted items from the Batch.

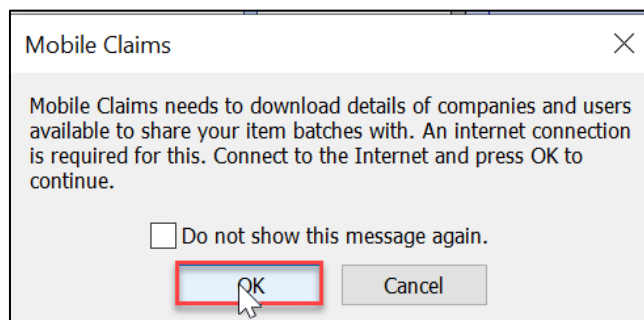


**Note:** If no items are selected within the Batch, this button can also be used to delete the entire Batch. A confirmation dialog will present, then select Yes to delete or No to cancel.

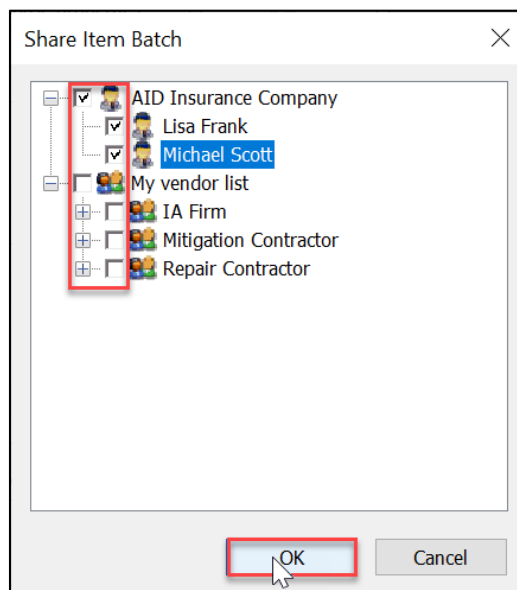
- Click **Share with...** to share the Batch to other available users and/or companies.



Click **'OK'** from the dialog window.



Check the boxes next to the users/companies to share the Batch with, then click **OK**.





## 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](https://corelogic.com).

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