CoreLogic[.]

Job Aid

Reordering Print Pages – Mobile Claims

Version 7.2

Issue 1 November 15th, 2023

Reordering Print Pages in Mobile Claims

This job aid will guide a user through the steps to reorder print pages 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. Within a Claim, click the **Print** button in the top left of the screen or from the Mobile Claims menu.



2. The **Print Options** window will open and if there is a default **Print Profile** for your company, it will be selected from the **Print Profile** dropdown menu. If not, it will default to <Custom Settings>.

Print Options			? ×
Print Profile:	Job Aid Print Profile		Ň
	Group by assignment	nent	12
Pages Options	Diagrams Estimates	Estimates (Contents)	Timeline
바	Floorplan (AID Insur Roofplan (AID Insur imates Structure (AID Insura Estimate Recap Summary Totals otos Photos (AID Insuran	ance Company) ance Company) ance Company)	
Print Preview		Print	Cancel

Note: If a Print Profile is used, settings throughout the Print to PDF blade will already be selected or unselected based on that particular Profile.

3. Check the box next to **Group by Assignment** if you wish to group the claim elements together by assignment when printing.

Print Options	?	\times
Print Profile: Job Aid Print Profile		\sim
Princ Profile: Group by assignment Pages Options Diagrams Estimates Estimates (Contents) Calim #20231002-1304, Print Pages Job Aid V Confignator Confignator V Confignator V Config	Time	line
Print Preview Print	Ca	ncel

4. Next, on the **Pages** tab, check the boxes (or uncheck if they were checked by default) next to the Claim elements you wish to include in the print package.

Print Options			? >	×
Print Profile: Jo	ob Aid Print Prof	ile	\sim	
	Group by assig	nment		
Pages Options Dia	agrams Estimate	es Estimates (Contents) Timeline	
レスS S ママン P ママン P Ro ママン Str ママン Str ママン Str ママン Str ママン Caim ママン Caim ママン Caim	Summary ams oorplan (AID Ins oofplan (AID Ins ates ructure (AID Ins Estimate Recap Summary Totals Totals s hotos (AID Insura	Print Pages Job Aid urance Company) urance Company) urance Company)		
Print Preview		Print	Cancel	

5. Rearrange the printing order of claim elements by clicking on the claim element to highlight it blue, then drag & drop into the desired place.

Print Options		?	\times
Print Profile:	Job Aid Print Profile		\sim
	Group by assignment		
Pages Options	Diagrams Estimates Estimates (Content	s) Time	eline
201 년 101 년 111 년	grams Floorplan (AID Insurance Company) Roofplan (AID Insurance Company) imates Structure (AID Insurance Company) Estimate Recap Summary Totals m Totals stos Photos (AID Insurance Company)		
Print Preview	Print	Ca	ancel

Print Options			?	\times
Print Profile:	Job Aid Print Profile		~	
	Group by assignment			
Pages Options	Diagrams Estimates Estin	nates (Contents)	Timeline	
Los Dia Dia 문 역 문 역 도 역 도 역 모	grams Floorplan (AID Insurance (Roofplan (AID Insurance (m Totals mates Structure (ArD Insurance (Estimate Recap Summary Totals tots Photos (AID Insurance Con	Company) Company) Company)		
Print Preview		Print	Cance	I

Note: Claim elements may be moved into any order, however only within elements of the same level. Elements that are within a subgrouping may only be reordered within elements of that specific grouping.



6. Navigate through the remainder of the tabs to verify settings and make adjustments, if necessary.

Print Options ?	×
Print Profile: Job Aid Print Profile	~
Group by assignment	
Pages Options Diagrams Estimates Estimates (Contents) Time	eline
Printer	^
Microsoft Print to PDF Y Properties	
Number of copies: 1 A V	
Page numbers: Show ~	
Soft Letterhead	
✓ Print soft letterhead	
Default	×.
• First page only	
C Every page	
Estimate letterhead:	
Default	~
Margins (inches)	
Left: 0.50 Right: 0.50	~
Print Preview Print Ca	ancel

7. Click **Print Preview** to see a preview prior to printing.

Print Options	?	\times
Print Profile: Job Aid Print Profile		
Group by assignment		
Pages Options Diagrams Estimates Estimates (Content	s) Tim	eline
Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim State Image: Claim Totals Image: Claim		
Print Preview	Ca	ancel

8. Click **Print** to print the package.

Print Options	?	\times
Print Profile: Job Aid Print Profile	×	¢
Group by assignment Pages Options Diagrams Estimates Estimates (Contents) Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Claim #20231002-1304, Print Pages Job Aid Image: Company) Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Structure (AID Insurance Company) Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Image: Claim #20231002-1304, Print Pages Images	Timelin	e
Print Preview	Cano	el

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.