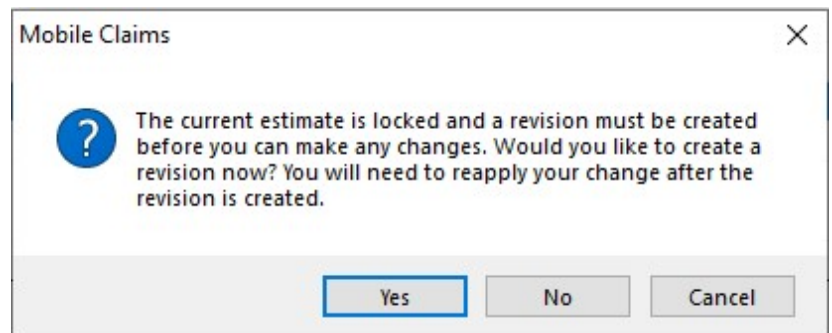


A revision is an easy way for you to track changes that have been made to an estimate once it has been approved or locked. If you attempt to modify a locked estimate, a dialogue box will appear asking if a revision estimate should be created.

Clicking Yes will create a revision and it will be added below the original estimate in the Claim Explorer. The process of editing a revision is identical to that of editing an original estimate.

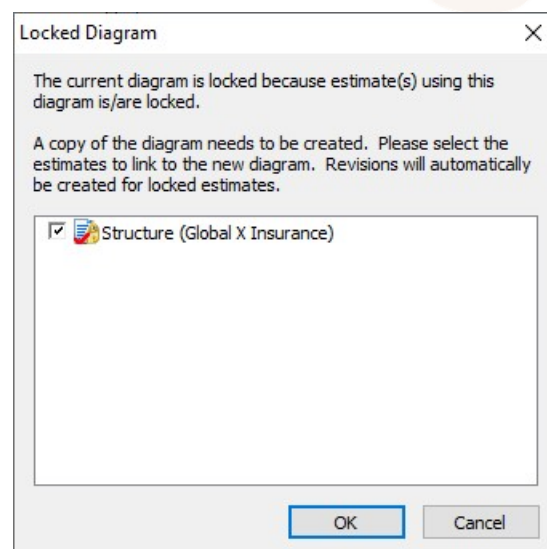
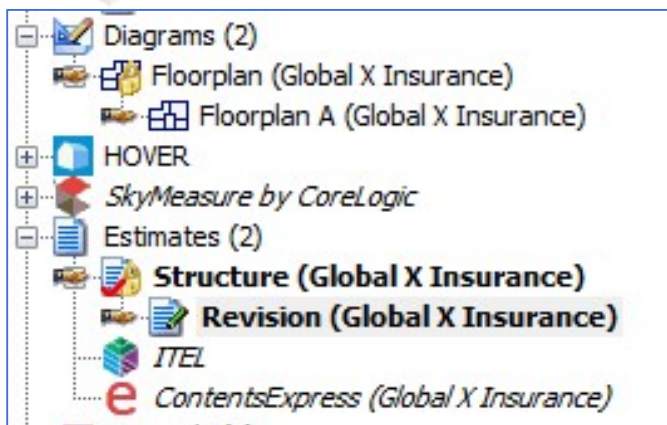
**NOTE:** There is no limit to the number of estimate revisions that may be added to a claim.




If you attempt to modify a locked diagram, a dialogue box will appear informing you the diagram is locked. Select OK to create a copy of the diagram that you can use to make changes.

After confirming the creation of a revision, you will be taken to the new revised diagram. This new diagram is added below the original diagram in the **Claim Explorer**.

In addition, an estimate revision is created by default if you had not previously created one.




## VIEWING AN ESTIMATE WITH A REVISION



**Revision:** A. Revision ▼ **View:** ☐ Separate ☐ Combined ☒ Merged

Description

**ESTIMATE:** Structure - Revision (Global X Insurance)

 In progress ▼

The estimate data may be viewed in three formats:

- Separate: displays items from the selected revision
- Combined: displays items from the original estimate and the revisions
- Merged: merges all changes from the original estimate and revisions, displaying final items and totals

## LOCKING REVISIONS

Revised estimates and diagrams may also be locked. Should you need to edit the revision estimates or diagrams, additional revisions may be added to the claim.

To locate and work with a particular estimate revision, the user may select the estimate version from the Revision drop-down menu in the estimate's toolbar.