



Job Aid

Applying an Assembly to an Estimate

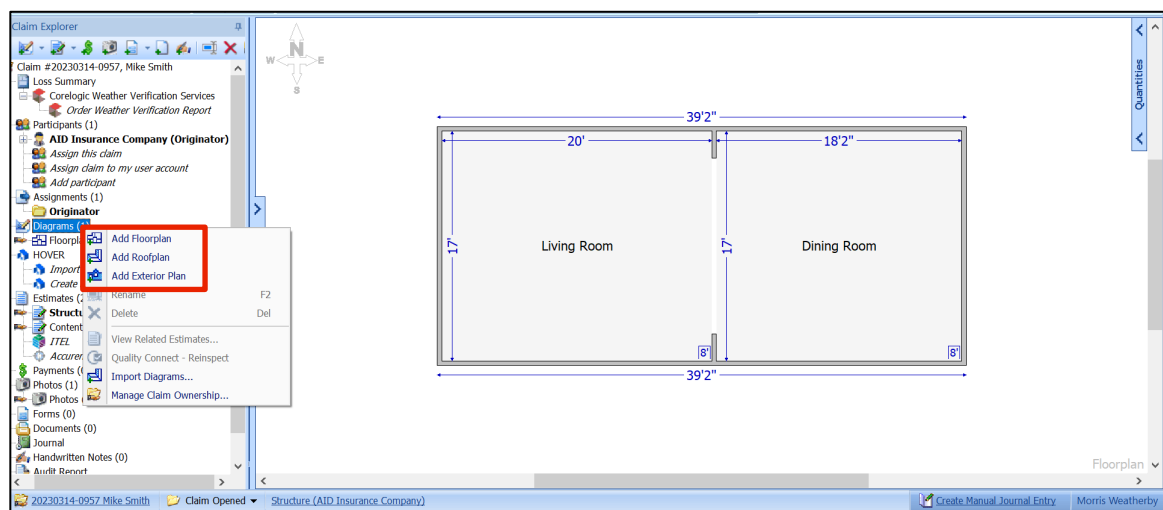
Issue 1
April 4th, 2023

How to Apply an Assembly to an Estimate

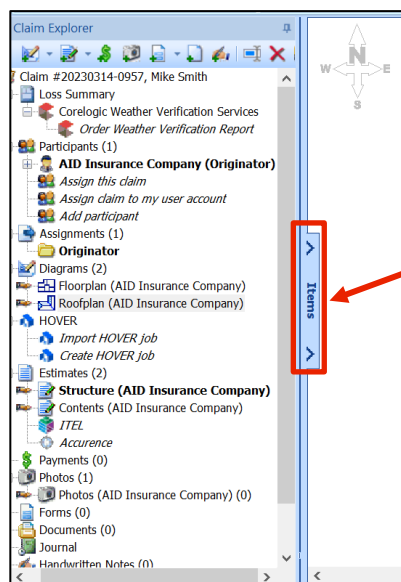
This job aid will guide you through the steps that will allow you to apply an Assembly to an Estimate.

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.

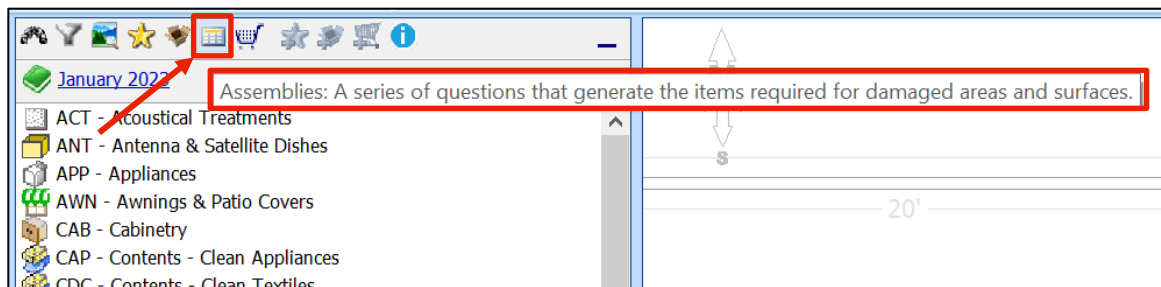
1. Start by adding a Floorplan, Roofplan, or Exterior Plan to the Diagrams.



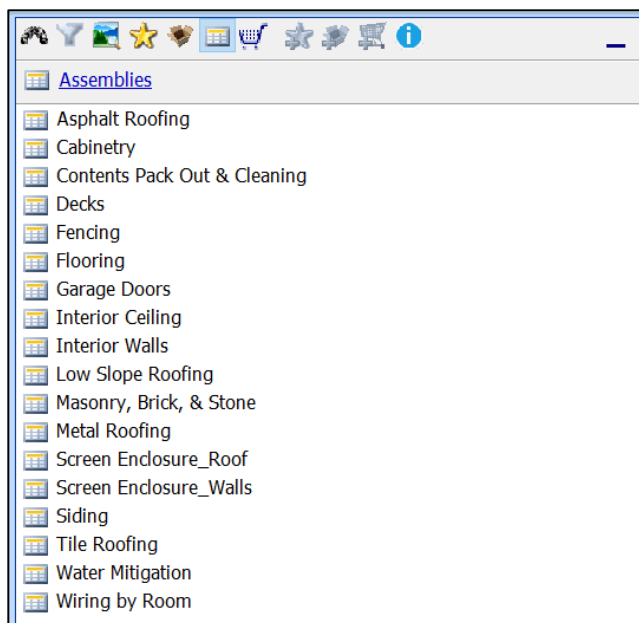
2. Click the **Items** blade to be presented with the Pricing Database and different methods of adding line items to your estimate.



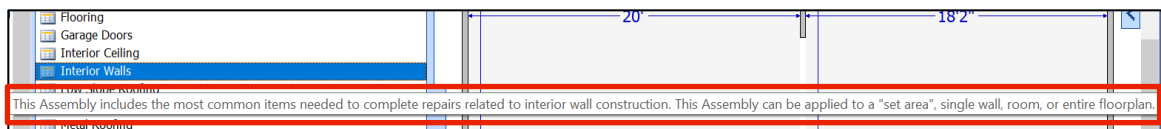
- Click on the table icon at the top of the **Items** blade to be presented with the list of available assemblies to use with your estimate.



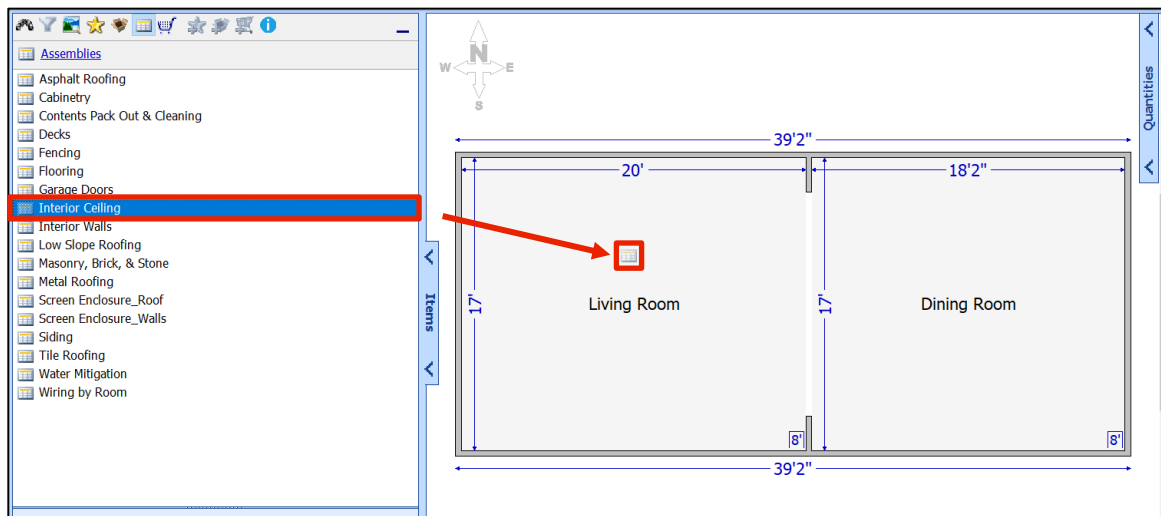
The 18 current assemblies available in Mobile Claims today:



Note: If you hover your mouse over the 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 desired assembly, then drag-and-drop it onto the appropriate object or surface in the diagram.



The assembly questionnaire window will launch automatically and you can begin answering the questions. Scroll down to ensure that you answer all sections of the questionnaire.

A screenshot of a window titled 'Assembly'. The subtitle is 'INTERIOR CEILING'. There are 'Previous' and 'Next' buttons in the top right. The main content area has a heading 'ASSEMBLIES | Interior Ceiling'. Below this are several form fields: 'Select Coverage' (dropdown menu, currently 'None'), 'Ceiling Age (years)' (text input with left and right arrow buttons), 'Damage Severity' (dropdown menu, currently 'Replacement'), 'Scope' (dropdown menu, currently 'Tear Out & Replacement'), 'Ceiling Type' (dropdown menu, currently 'Drywall'), 'Select Drywall Thickness' (dropdown menu, currently '5/8"'), and 'Is This An Exterior Ceiling?' (radio buttons for 'Yes' and 'No', with 'No' selected). A vertical scrollbar is visible on the right side of the form area.

Note: To apply a specific coverage to all line items generated by the assembly, use the Select Coverage dropdown at the beginning of the questionnaire.

5. Once you have completed the questionnaire, click **Next**.

Assembly

INTERIOR CEILING

Previous Next

Overview

ASSEMBLIES | Interior Ceiling

Select Coverage Structure

Ceiling Age (years) 5

6. If all questions have been answered properly, the **Validation** screen will appear. Click **Generate**.

Assembly

VALIDATION

Previous Next

Validation

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

Generate

7. Within the **Item Details** window, you can customize the assembly line items by replacing, modifying or removing items from the list before applying them to your estimate.





Item Details

Description	Action	Quantity	Per	Coverage	RC	Depredation	ACV
INSULATION ITEMS							
Insulation, Ceiling, Blown Cellulose, 12"	Replace	340.00	SF	Structure	\$564.40	\$0.00	\$564.40
CEILING COVERING ITEMS							
Drywall, Ceiling 5/8", Taped Includes 5% waste on quantity.	Replace	357.00	SF	Structure	\$1,006.74	\$67.15	\$939.59
SURFACE FINISH ITEMS							
Texture, Ceiling, Sand	Replace	340.00	SF	Structure	\$190.40	\$38.08	\$152.32
Drywall/Plaster Ceiling	Prime & Paint	340.00	SF	Structure	\$448.80	\$187.02	\$261.78
CONTENT MANIPULATION ITEMS							
Content Manipulation, Extra Large Room	Rem/Reset	1	RM	Structure	\$132.13	\$0.00	\$132.13




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"/>	SURFACE FINISH ITEMS								
<input type="checkbox"/>		Texture, Ceiling, Sand	Replace	340.00	SF	Structure	\$190.40	\$38.08 	\$152.32
<input checked="" type="checkbox"/>		Drywall/Plaster Ceiling	Prime & Paint	340.00	SF	Structure	\$448.80	\$187.02 	\$261.78

- 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**).

<input checked="" type="checkbox"/>	CEILING COVERING ITEMS								
<input checked="" type="checkbox"/>	 Drywall, Ceiling 5/8", Taped	<div>Replace</div> <div>Remove</div> <div>Tear Out</div> <div>Replace</div>	357.00	SF	Structure	\$1,006.74	\$67.15		\$939.59
	 Includes 5% waste on quantity.								
<input checked="" type="checkbox"/>	SURFACE FINISH ITEMS								

CEILING COVERING ITEMS									
<input checked="" type="checkbox"/>	 Drywall, Ceiling 5/8", Taped	Replace	<div><div></div>\$57.00</div>	SF	Structure	\$1,006.74	\$67.15		\$939.59
	 Includes 5% waste on quantity.								


<input checked="" type="checkbox"/>	INSULATION ITEMS							
<input checked="" type="checkbox"/>	 Insulation, Ceiling, Blown Cellulose, 12"	Replace	340.00	SF	Structure	\$564.40	\$0.00	\$564.40
<input checked="" type="checkbox"/>	CEILING COVERING ITEMS							
<input checked="" type="checkbox"/>	 Drywall, Ceiling 5/8", Taped	Replace	357.00	SF	<none>			
	 Includes 5% waste on quantities				Contents			
					Outbuildings			
					Structure	\$1,006.74	\$67.15	\$939.59

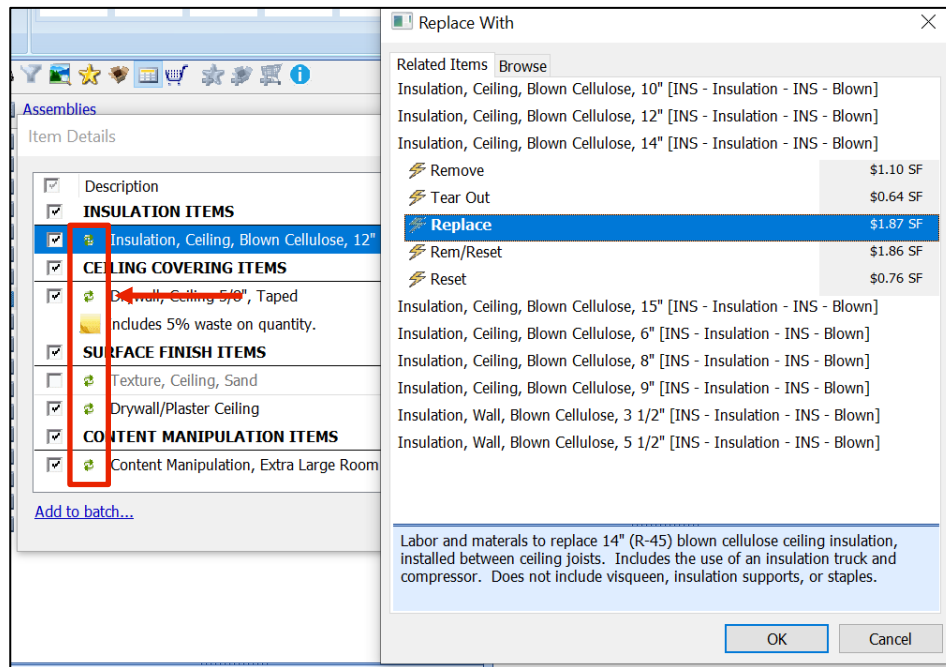
- Other item properties are available via the **Item Properties** window by double-clicking on the item you wish to modify. Click **OK** to save any changes or **Cancel** to exit the window.

Item Properties

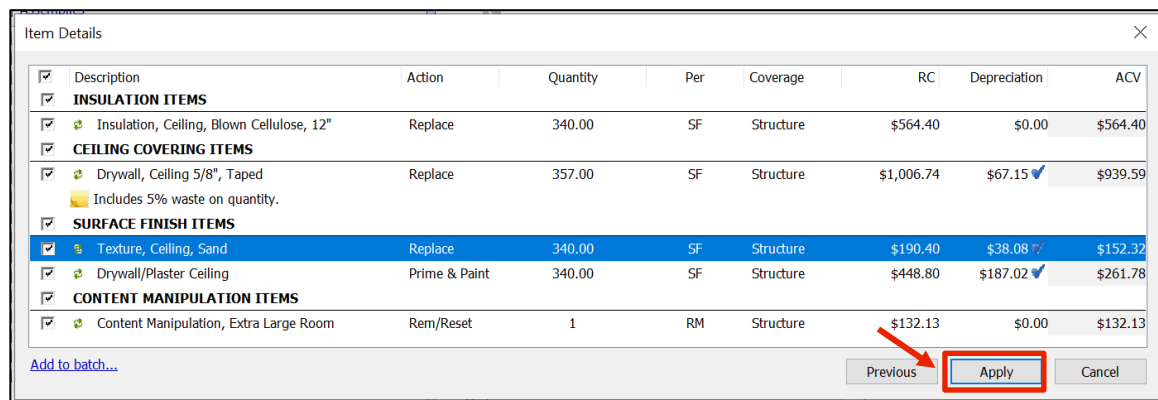
Comment	Minimum Charge	Paid When Incurred
General	Unit Price	Coverage
	Depreciation	Image
Replace - Drywall, Ceiling 5/8", Taped		
Item	Action	Grade
<input checked="" type="radio"/> Drywall, Ceiling 5/8"	Replace	
Description		
<input type="radio"/>		
Unit Price:	\$2.82	per SF
Quantity:	357.00	^ v SF
Waste included:	5.00%	^ v
<input type="checkbox"/> Credit item (appears as negative amount) <input checked="" type="checkbox"/> Include subtractions in quantity calculation <input checked="" type="checkbox"/> Apply O&P <input type="checkbox"/> Provisional item		

OK Cancel

- To replace an item with a similar item, click the green **Replace With**  icon. The **Replace With** window will open and you may choose a replacement item from the **Related Items** tab or browse the full database for the item you need from the **Browse** tab. Click **OK** to replace the item or **Cancel** to exit the window.



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



Note: Clicking *Previous* will take you back to the assembly questionnaire if there was something you missed or wish to amend with your answers. Clicking *Cancel* will cancel the process of adding line items to the estimate, and close out the Item Details window.

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

The screenshot displays a software interface for estimating and assembly. On the left, a list of assemblies is shown, including Asphalt Roofing, Cabinetry, Contents Pack Out & Cleaning, Decks, Fencing, Flooring, Garage Doors, Interior Ceiling, Interior Walls, and Low Slope Roofing. The main area shows a detailed view of 5 line items, totaling \$2,300.00. The items are categorized into INSULATION ITEMS, CEILING COVERING ITEMS, SURFACE FINISH ITEMS, and CONTENT MANIPULATION ITEMS. A red box highlights the detailed view of the line items.

Description	QTY	Price
INSULATION ITEMS		
Replace Insulation, Ceiling, Blown Cellul...	340.00 SF	\$1.66
CEILING COVERING ITEMS		
Replace Drywall, Ceiling 5/8", Taped	357.00 SF	\$2.82
<i>Includes 5% waste on quantity.</i>		
SURFACE FINISH ITEMS		
Replace Texture, Ceiling, Sand	340.00 SF	\$0.56
Prime & Paint Drywall/Plaster Ceiling	340.00 SF	\$1.32
CONTENT MANIPULATION ITEMS		
Rem/Reset Content Manipulation, Extra ...	1 RM	\$132.13

Structure (AID Insurance Company)



About CoreLogic

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