



# Job Aid

## Reordering Line Items – Mobile Claims

**Version 7.2**

Issue 1  
November 15<sup>th</sup>, 2023

# Reordering Line Items in Mobile Claims

This job aid will guide a User through the steps to reorder line items in a combined or merged view revision/supplement estimate, and to reorder line items in an estimate with subrooms when Estimate View Option 'Combine Related Subrooms' is ON.

The following tasks are described in this document:

- Reordering Line Items in a Combined or Merged View Revision Estimate
- Reordering Line Items in a Subroom Grouping when 'Combine Related Subrooms' is On

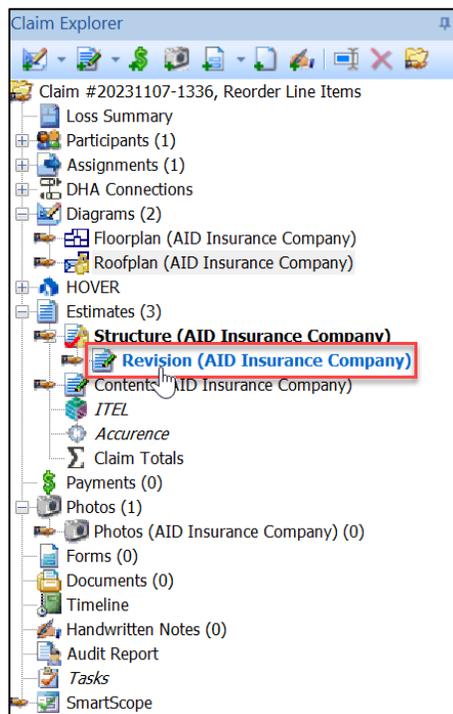
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**Note:** This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

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## Reordering Line Items in a Combined or Merged View Revision Estimate

1. In a Revision/Supplement Estimate where additional line items have been added, navigate to the Estimate from the Claim Explorer.



- Check the radio button next to **Combined** or **Merged** in the View options.

<b>Revision:</b>	A. Revision	<b>View:</b>	<input type="radio"/> Separate	<input checked="" type="radio"/> Combined	<input checked="" type="radio"/> Merged
Description	Coverage	Quantity	Unit Price	Per	Total
<b>ESTIMATE: Structure - Revision (AID Insurance Company)</b>					
In progress					

- Once in Merged or Combined view, scroll to the bottom of the estimate to view the newly added item(s), as newly added items to a Revision estimate will always default to being added to the bottom.

<b>Revision:</b>	A. Revision	<b>View:</b>	<input type="radio"/> Separate	<input type="radio"/> Combined	<input checked="" type="radio"/> Merged									
Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	ACV					
<b>ESTIMATE: Structure - Revision (AID Insurance Company)</b>														
In progress														
20	Roof Exhaust, Vent Cap, Painted Aluminum, Small - Tear Out	Structure	1	\$2.73	EA	\$0.00	2.73	10/25	\$1.09	\$1.64				
	Roof Exhaust, Vent Cap, Painted Aluminum, Small - Replace	Structure	1	\$82.45	EA	\$0.00	82.45	10/25	\$32.98	\$49.47				
<b>DEBRIS REMOVAL</b>														
22	Dumpster 20 Yard	Structure	1	\$621.20	EA	\$0.00	621.20	10/0	\$0.00	\$621.20				
A.23	Ice/Water Shield, Single Row, LF - Replace	<none>	63.00	\$4.81	LF	\$0.00	\$303.03		\$0.00	\$303.03				
Includes 5% waste on quantity.														
Conversion: 0.03 SQ per LF														
A.24	Roof Vent, Turbine, Medium - Tear Out	<none>	1	\$11.23	EA	\$0.00	11.23		\$0.00	\$11.23				
A.25	Roof Vent, Turbine, Medium - Replace	<none>	1	\$134.00	EA	\$0.00	134.00		\$0.00	\$134.00				
<b>Roof - Subtotal</b>									\$11,594.76					
<b>Roofplan - Subtotal</b>									\$11,594.76					
<b>Minimum Charge Adjustments</b>														
	Minimum Charge, Roofi...	Structure	1	\$441.96	LS	\$0.00	\$0.00		\$0.00	\$0.00				
26	Minimum Charge, HVAC	Structure	1	\$308.62	LS	\$0.00	\$89.09		\$0.00	\$89.09				
<table border="0"> <tr> <td>Estimate</td> <td>Recap</td> <td>Summary</td> <td>Totals</td> <td>Summary (All)</td> </tr> </table>										Estimate	Recap	Summary	Totals	Summary (All)
Estimate	Recap	Summary	Totals	Summary (All)										

- Click anywhere on the line item that needs relocating, then drag and drop it into the desired place.

<b>Revision:</b>	A. Revision	<b>View:</b>	<input type="radio"/> Separate	<input type="radio"/> Combined	<input checked="" type="radio"/> Merged									
Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	ACV					
<b>ESTIMATE: Structure - Revision (AID Insurance Company)</b>														
In progress														
19	Chimney Flue Cap Metal w/Spark Arrestor 10" - Replace	Structure	1	\$213.79	EA	\$0.00	213.79	10/25	\$85.52	\$128.27				
20	Roof Exhaust, Vent Cap, Painted Aluminum, Small - Tear Out	Structure	1	\$2.73	EA	\$0.00	2.73	10/25	\$1.09	\$1.64				
21	Roof Exhaust, Vent Cap, Painted Aluminum, Small - Replace	Structure	1	\$82.45	EA	\$0.00	82.45	10/25	\$32.98	\$49.47				
<b>DEBRIS REMOVAL</b>														
22	Dumpster 20 Yard	Structure	1	\$621.20	EA	\$0.00	621.20	10/0	\$0.00	\$621.20				
A.23	Ice/Water Shield, Single Row, LF - Replace	<none>	63.00	\$4.81	LF	\$0.00	\$303.03		\$0.00	\$303.03				
Includes 5% waste on quantity.														
Conversion: 0.03 SQ per LF														
A.24	Roof Vent, Turbine, Medium - Tear Out	<none>	1	\$11.23	EA	\$0.00	11.23		\$0.00	\$11.23				
A.25	Roof Vent, Turbine, Medium - Replace	<none>	1	\$134.00	EA	\$0.00	134.00		\$0.00	\$134.00				
<b>Roof - Subtotal</b>									\$11,594.76					
<b>Roofplan - Subtotal</b>									\$11,594.76					
<b>Minimum Charge Adjustments</b>														
<table border="0"> <tr> <td>Estimate</td> <td>Recap</td> <td>Summary</td> <td>Totals</td> <td>Summary (All)</td> </tr> </table>										Estimate	Recap	Summary	Totals	Summary (All)
Estimate	Recap	Summary	Totals	Summary (All)										

The red line is the indicator of where the line item is to be placed.

Revision:	A. Revision	View:	<input type="radio"/> Separate	<input type="radio"/> Combined	<input checked="" type="radio"/> Merged					
Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	ACV	
Includes 10% waste on quantity.										
5	Height Allowance, Roof Covering, 2 Story - Tear Out	Structure	23.48	\$17.22	SQ	\$0.00	\$404.33	10/0	\$0.00	\$404.33
6	Height Allowance, Roof Covering, 2 Story - Replace	Structure	23.48	\$24.19	SQ	\$0.00	\$567.98	10/0	\$0.00	\$567.98
<b>UNDERLAYMENTS</b>										
7	Felt, Single Layer, 15 lb. - Replace	Structure	23.48	\$34.53	SQ	\$0.00	\$810.76	10/20	\$405.38	\$405.38
<b>VENTS AND FLASHINGS</b>										
8	Drip Edge, Rake, Aluminum, Pre-Finished Color - Tear Out	Structure	78.28	\$0.60	LF	\$0.00	\$46.97	10/20	\$23.49	\$23.48
9	Drip Edge, Rake, Aluminum, Pre-Finished Color - Replace	Structure	82.19	\$3.09	LF	\$0.00	\$253.97	10/20	\$126.99	\$126.98
Includes 5% waste on quantity.										
10	Gutter Apron, Aluminum, Pre-Finished Color, 5" - Tear Out	Structure	120.00	\$0.60	LF	\$0.00	\$72.00	10/20	\$36.00	\$36.00
11	Gutter Apron, Aluminum, Pre-Finished Color, 5" - Replace	Structure	126.00	\$2.60	LF	\$0.00	\$327.60	10/20	\$163.80	\$163.80

**Note:** You may move multiple line items at once by checking the boxes of all the line items that you wish to move.

<b>DEBRIS REMOVAL</b>		
<input checked="" type="checkbox"/>	22 Dumpster 20 Yard	Structure
<input checked="" type="checkbox"/>	Ice/Water Shield, Single Row, LF - Replace	<none>
Includes 5% waste on quantity.		
Conversion: 0.03 SQ per LF		
<input checked="" type="checkbox"/>	Roof Vent, Turbine, Medium - Tear Out	<none>
<input checked="" type="checkbox"/>	Roof Vent, Turbine, Medium - Replace	<none>
<b>Roof - Subtotal</b>		
<b>Roofplan - Subtotal</b>		

5. View the item(s) in its new location with the updated line item number(s).

Revision:	A. Revision	View:	<input type="radio"/> Separate	<input type="radio"/> Combined	<input checked="" type="radio"/> Merged					
Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	ACV	
5 Height Allowance, Roof Covering, 2 Story - Tear Out	Structure	23.48	\$17.22	SQ	\$0.00	\$404.33	10/0	\$0.00	\$404.33	
6 Height Allowance, Roof Covering, 2 Story - Replace	Structure	23.48	\$24.19	SQ	\$0.00	\$567.98	10/0	\$0.00	\$567.98	
<b>UNDERLAYMENTS</b>										
7 Felt, Single Layer, 15 lb. - Replace	Structure	23.48	\$34.53	SQ	\$0.00	\$810.76	10/20	\$405.38	\$405.38	
8 Ice/Water Shield, Single Row, LF - Replace	<none>	63.00	\$4.81	LF	\$0.00	\$303.03		\$0.00	\$303.03	
<ul style="list-style-type: none"> <li>Includes 5% waste on quantity.</li> <li>Conversion: 0.03 SQ per LF</li> </ul>										
<b>VENTS AND FLASHINGS</b>										
9 Drip Edge, Rake, Aluminum, Pre-Finished Color - Tear Out	Structure	78.28	\$0.60	LF	\$0.00	\$46.97	10/20	\$23.49	\$23.48	
10 Drip Edge, Rake, Aluminum, Pre-Finished Color - Replace	Structure	82.19	\$3.09	LF	\$0.00	\$253.97	10/20	\$126.99	\$126.98	
<ul style="list-style-type: none"> <li>Includes 5% waste on quantity.</li> </ul>										
11 Gutter Apron, Aluminum, Structure Pre-Finished Color, 5" -	Structure	120.00	\$0.60	LF	\$0.00	\$72.00	10/20	\$36.00	\$36.00	

**Note:** Line items may also be reordered in a Revision or Supplement Estimate from the Items Panel by clicking anywhere on the line item, then dragging and dropping into the desired order.

November 2... > RFG - Roofing > RFG - Accessories

- Cant Strip, Flat Roof, Foam
- Cant Strip, Flat Roof, Perlite
- Cant Strip, Flat Roof, Wood
- Felt, Double Coverage, 15 lb.
- Felt, Double Coverage, 30 lb.
- Felt, Eave, Rake, & Valley Protection
- Felt, Single Layer, 15 lb.
- Felt, Single Layer, 30 lb.
- Felt, Single Layer, 40 lb.
- Felt, Synthetic, Good
- Felt, Synthetic, Very Good

No item selected

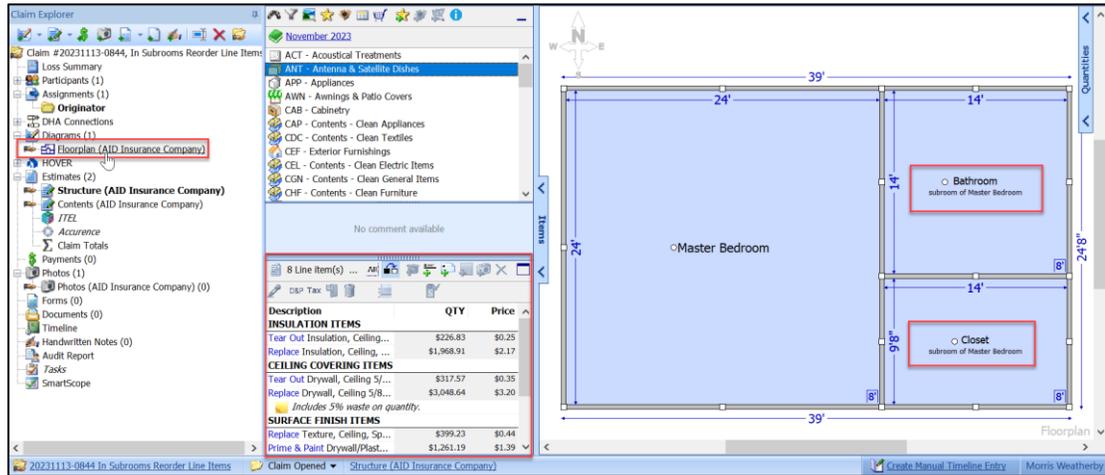
25 Line item(s) ... All

O&P Tax 5%

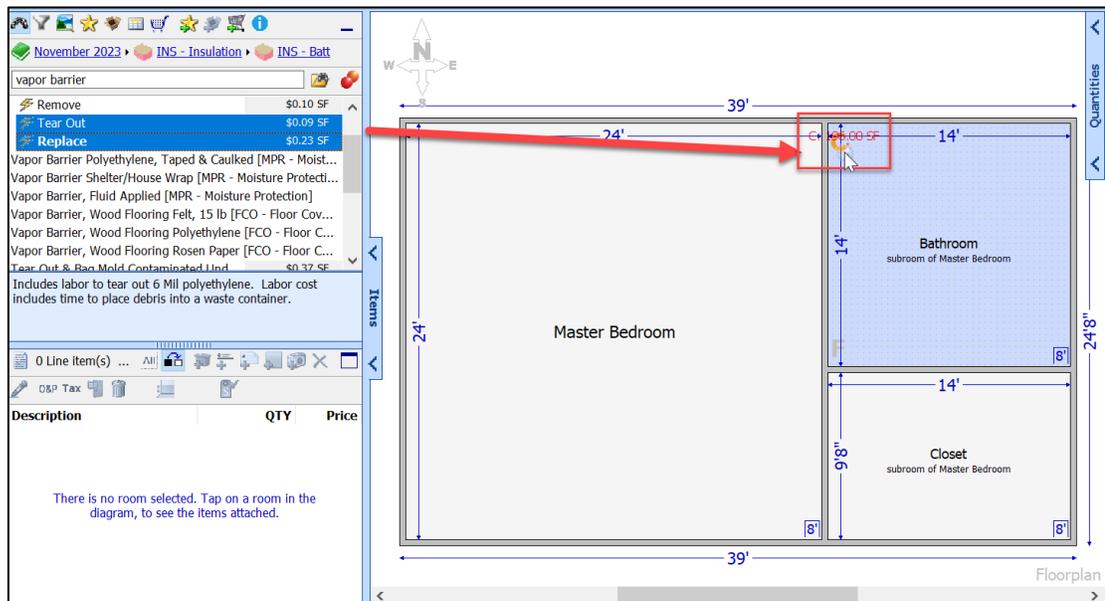
Description	QTY	Price
Replace Chimney Flue Cap ...	1 EA	\$213.79
Tear Out Roof Exhaust, Ven...	1 EA	\$2.73
Replace Roof Exhaust, Vent ...	1 EA	\$82.45
<b>DEBRIS REMOVAL</b>		
Dumpster 20 Yard	1 EA	\$621.20
Replace Ice/Water Shield, Si...	63.00 LF	\$4.81
<ul style="list-style-type: none"> <li>Includes 5% waste on quantity.</li> <li>Conversion: 0.03 SQ per LF</li> </ul>		
Tear Out Roof Vent, Turbin...	1 EA	\$11.23
Replace Roof Vent, Turbine,...	1 EA	\$134.00

## Reordering Line Items in a Subroom Grouping when 'Combine Related Subrooms' is ON

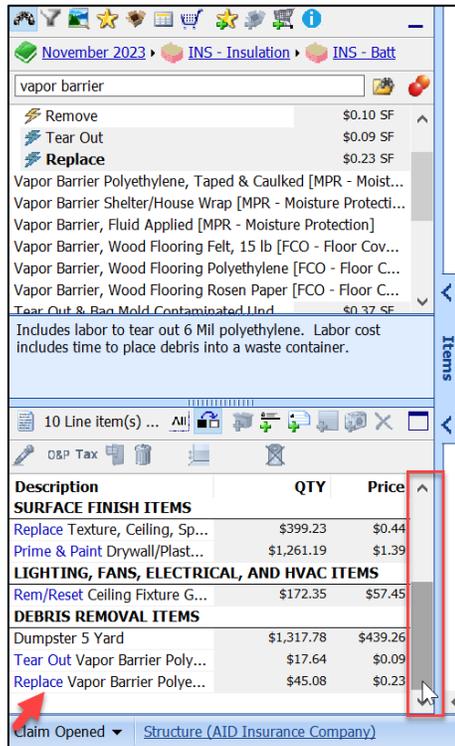
1. Navigate to the Floorplan of a Claim where there is:
  - a. a subroom grouping AND
  - b. items have previously been added to **all** rooms of the subroom grouping



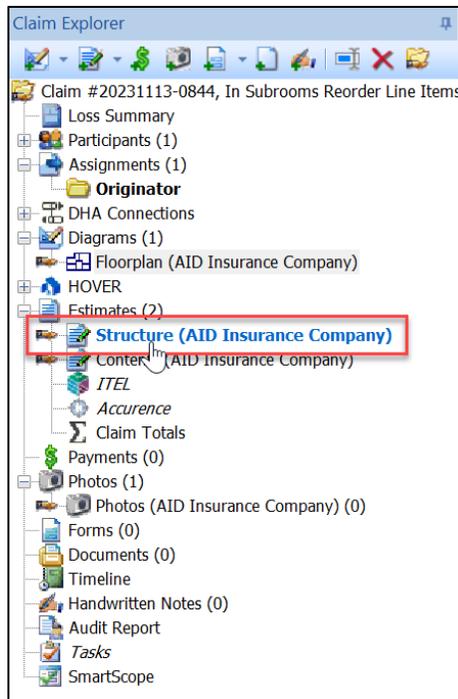
2. Locate the line item(s) to add to the estimate and drag & drop it onto the Floorplan. (For this specific update, the line item(s) can only be added to one or multiple rooms of the grouping that is not the main room.)



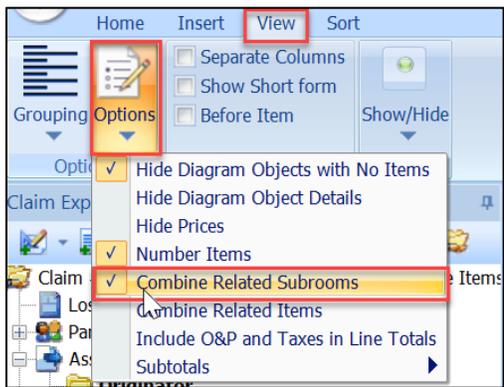
3. Scroll down in the Items panel to see the newly added line items at the bottom of the list of items.



4. Next, navigate to the Estimate from the Claim Explorer.



- Ensure that **Combine Related Subrooms** is ON in the **Options** within the **View** tab.



- Scroll down in the Estimate to see the newly added items at the bottom of the Estimate. They are likely in a location that is not logical.

The screenshot shows the Estimate table with the following data:

Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	AC
6 Drywall/Plaster Ceiling - Prime & Paint	Structure	907.33	\$1.39	SF	\$0.00	\$1,261.19	10/12	\$945.89	\$315.30
<b>LIGHTING, FANS, ELECTRICAL, AND HVAC ITEMS</b>									
7 Ceiling Fixture Good - Rem/Reset	Structure	3	\$57.45	EA	\$0.00	\$172.35	10/35	\$49.23	\$123.12
<b>DEBRIS REMOVAL ITEMS</b>									
8 Dumpster 5 Yard	Structure	3	\$439.26	EA	\$0.00	\$1,317.78	10/0	\$0.00	\$1,317.78
9 Vapor Barrier Polyethylene, 6 Mil - Tear Out	Structure	196.00	\$0.09	SF	\$0.00	\$17.64		\$0.00	\$17.64
10 Vapor Barrier Polyethylene, 6 Mil - Replace	Structure	196.00	\$0.23	SF	\$0.00	\$45.08		\$0.00	\$45.08
<b>Master Bedroom (including subrooms) - Subtotal</b>									<b>\$6,952.13</b>
<b>Floorplan - Subtotal</b>									<b>\$6,952.13</b>
<b>Minimum Charge Adjustments</b>									
Minimum Charge, Insulation	Structure	1	\$282.36	LS	\$0.00	\$0.00		\$0.00	\$0.00
Minimum Charge, Drywall 2 Trips	Structure	1	\$632.76	LS	\$0.00	\$0.00		\$0.00	\$0.00
Minimum Charge, Painter	Structure	1	\$286.98	LS	\$0.00	\$0.00		\$0.00	\$0.00

- If moving multiple items, check the boxes next to the line items you wish to relocate.

The close-up screenshot shows the following data for items 9 and 10:

<input checked="" type="checkbox"/>	9 Vapor Barrier Polyethylene, 6 Mil - Tear Out	Structure	196.00	\$0.09	SF	\$0.00	\$17.64		\$0.00	\$17.64
<input checked="" type="checkbox"/>	10 Vapor Barrier Polyethylene, 6 Mil - Replace	Structure	196.00	\$0.23	SF	\$0.00	\$45.08		\$0.00	\$45.08

- Click anywhere on the line item(s) and drag & drop within the estimate to the desired new location. The red line is the indicator of where the items are to be placed.

Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	ACV	
ESTIMATE: Structure (AID Insurance Company) Claim #20231113-0844, In Subrooms Reorder Line Items										
FLOORPLAN: Floorplan										
Master Bedroom (including subrooms)										
Length: 24' Width: 24' Height: 8' Flat										
Walls: 1,594.66 SF Walls-sub: 1,594.66 SF Walls-sub-cas-bsbd: 1,536.54 SF										
Doors: 0.00 SF Windows: 0.00 SF Openings: 0.00 SF Missing Walls: 0.00 SF										
Floor: 907.33 SF Ceiling: 907.33 SF Perim (F): 199.34 LF Perim (C): 199.34 LF										
INSULATION ITEMS										
1	Insulation, Ceiling, Batt, Unfaced 12" - Tear Out	Structure	907.33	\$0.25	SF	\$0.00	\$226.83	10/100	\$22.68 ✓	\$204.15
2	Insulation, Ceiling, Batt, Unfaced 12" - Replace	Structure	907.33	\$2.17	SF	\$0.00	\$1,968.91	10/100	\$196.89 ✓	\$1,772.02
CEILING COVERING ITEMS										
3	Drywall, Ceiling 5/8", Taped - Tear Out	Structure	907.33	\$0.35	SF	\$0.00	\$317.57	10/75	\$42.32 ✓	\$275.25
4	Drywall, Ceiling 5/8", Taped - Replace	Structure	952.70	\$3.20	SF	\$0.00	\$3,048.64	10/75	\$406.38 ✓	\$2,642.26

- View the line items in the new location with the updated line item numbers.

Description	Coverage	Quantity	Unit Price	Per	Total Taxes	RC	Age/Life	Depreciation	ACV	
ESTIMATE: Structure (AID Insurance Company) Claim #20231113-0844, In Subrooms Reorder Line Items										
FLOORPLAN: Floorplan										
Master Bedroom (including subrooms)										
Length: 24' Width: 24' Height: 8' Flat										
Walls: 1,594.66 SF Walls-sub: 1,594.66 SF Walls-sub-cas-bsbd: 1,536.54 SF										
Doors: 0.00 SF Windows: 0.00 SF Openings: 0.00 SF Missing Walls: 0.00 SF										
Floor: 907.33 SF Ceiling: 907.33 SF Perim (F): 199.34 LF Perim (C): 199.34 LF										
INSULATION ITEMS										
1	Insulation, Ceiling, Batt, Unfaced 12" - Tear Out	Structure	907.33	\$0.25	SF	\$0.00	\$226.83	10/100	\$22.68 ✓	\$204.15
2	Insulation, Ceiling, Batt, Unfaced 12" - Replace	Structure	907.33	\$2.17	SF	\$0.00	\$1,968.91	10/100	\$196.89 ✓	\$1,772.02
3	Vapor Barrier Polyethylene, 6 Mil - Tear Out	Structure	196.00	\$0.09	SF	\$0.00	\$17.64		\$0.00	\$17.64
4	Vapor Barrier Polyethylene, 6 Mil - Replace	Structure	196.00	\$0.23	SF	\$0.00	\$45.08		\$0.00	\$45.08
CEILING COVERING ITEMS										
	<input type="checkbox"/> Drywall, Ceiling 5/8", Taped - Tear Out	Structure	907.33	\$0.35	SF	\$0.00	\$317.57	10/75	\$42.32 ✓	\$275.25

**Note:** Line items may also be reordered from the Items Panel when Combine Related Subrooms is ON by clicking anywhere on the line item or selected grouping of line items, then dragging and dropping into the desired order.

November 2023 > INS - Insulation > INS - Batt

Adjustment, Batt Insulation, Confined Space  
 Batt Insulation (MH)  
 Insulation Baffle, Cardboard  
 Insulation Baffle, Foam  
 Insulation Netting, Ceiling  
 Insulation Netting, Wall  
 Insulation Supports 16"oc  
 Insulation Supports 24"oc  
 Insulation, Ceiling, Batt, Faced 12"  
 Insulation, Ceiling, Batt, Faced 3-1/2", R-11  
 Insulation, Ceiling, Batt, Faced 3-1/2", R-13

No item selected

10 Line Item(s) ... All

O&P Tax 0%

Description	QTY	Price
<b>INSULATION ITEMS</b>		
Tear Out Insulation, Ceiling...	\$226.83	\$0.25
Replace Insulation, Ceiling, ...	\$1,968.91	\$2.17
<b>CEILING COVERING ITEMS</b>		
Tear Out Drywall, Ceiling 5/8...	\$317.57	\$0.35
Replace Drywall, Ceiling 5/8...	\$3,048.64	\$3.20
Includes 5% waste on quantity.		
<b>SURFACE FINISH ITEMS</b>		
Replace Texture, Ceiling, Sp...	\$399.23	\$0.44
Prime & Paint Drywall/Plast...	\$1,261.19	\$1.39



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