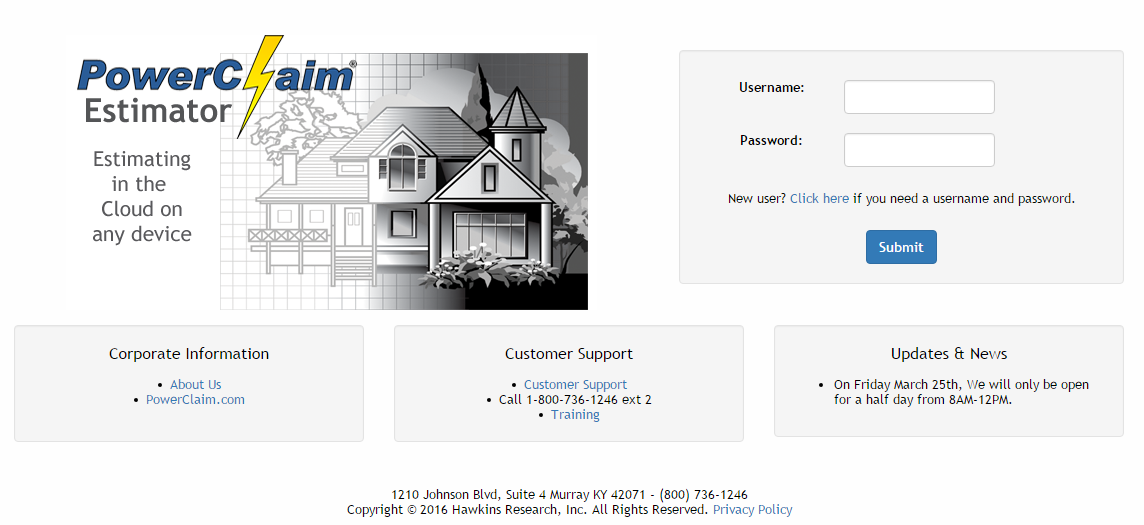
**Welcome to PowerClaim Estimator!**

*PowerClaim Estimator* is a web based program where you can access and manage claims, create new estimates and manage it all in one program wherever you are. From the desktop at the office, your laptop at home or your smartphone on the road.

You can open *PowerClaim Estimator* by going to your web browser and connecting to http://www.powerclaimestimator.net



You can log into *PowerClaim Estimator* by using your login details, provided by Hawkins Research, Inc., or your Manager, in the *Username* and *Password* text box to the right and clicking the *Submit* button.

*(All screenshots and layouts in this manual were taken/used in Google Chrome. Powerclaim Estimator is designed to work in all internet browsers, if you have any problems please call our customer support)*

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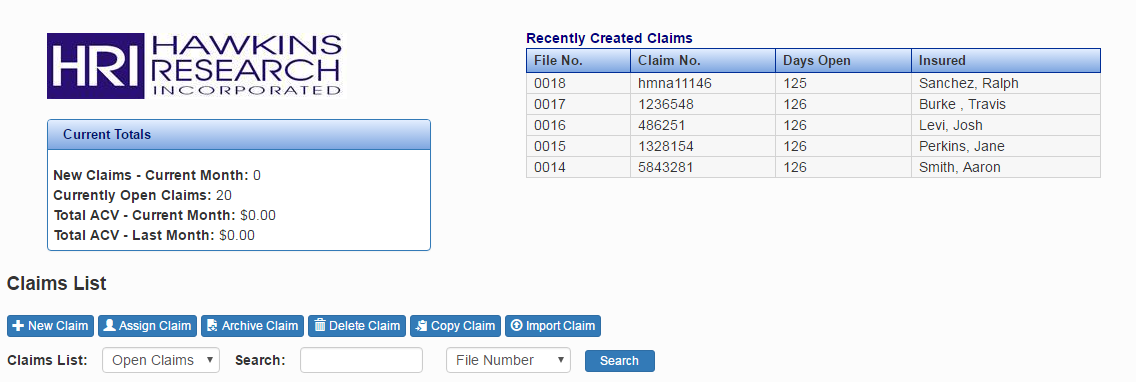
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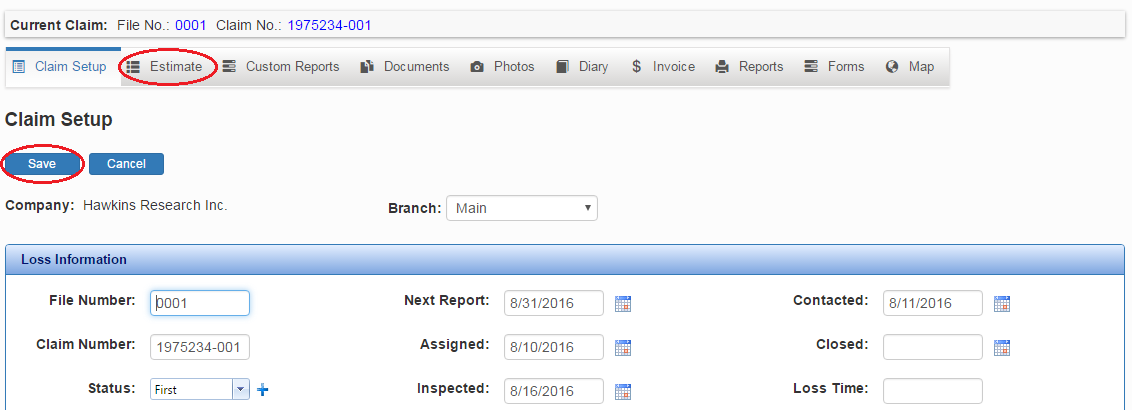
# How To Make An Estimate

*(This is a simple guide to starting a claim in Estimator, it will not include everything you need to know but will show you the basics to get started in making one.)*

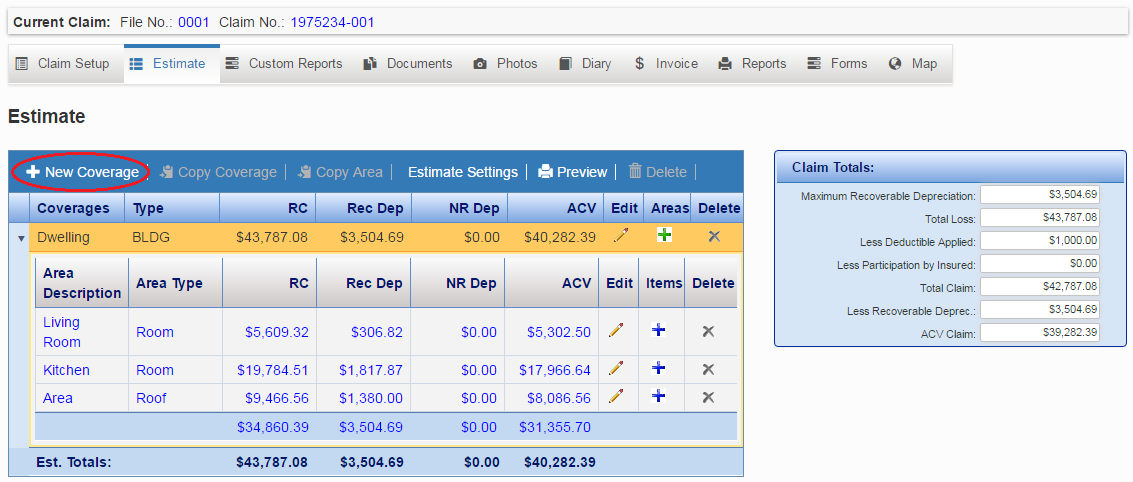
After you have logged into Estimator, you will come to the home screen, and from there you will click on the New Claim button.



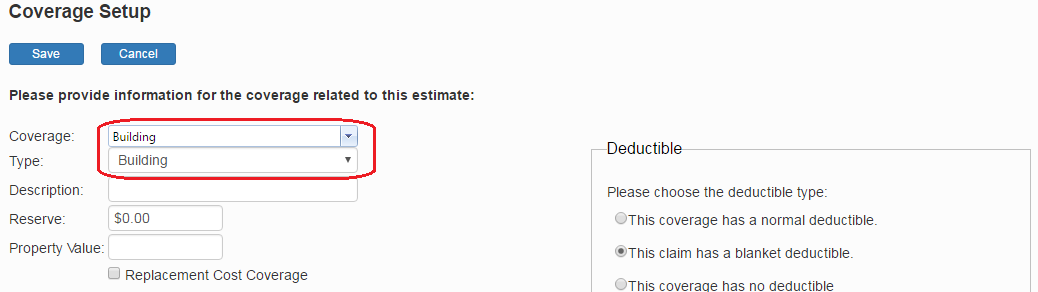
From there you will see the Claim Setup screen, here is where you add your claim info but all that is needed is a file number (that is automatically generated) to go on, once the information has been added click the Save button then click on Estimates to the right of Claim Setup.



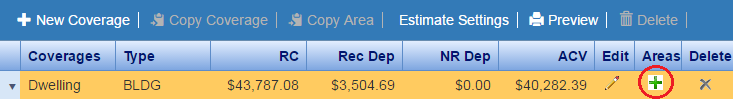
Once you get to the Estimates screen you will see an area of your coverages; to start, click on New Coverage.



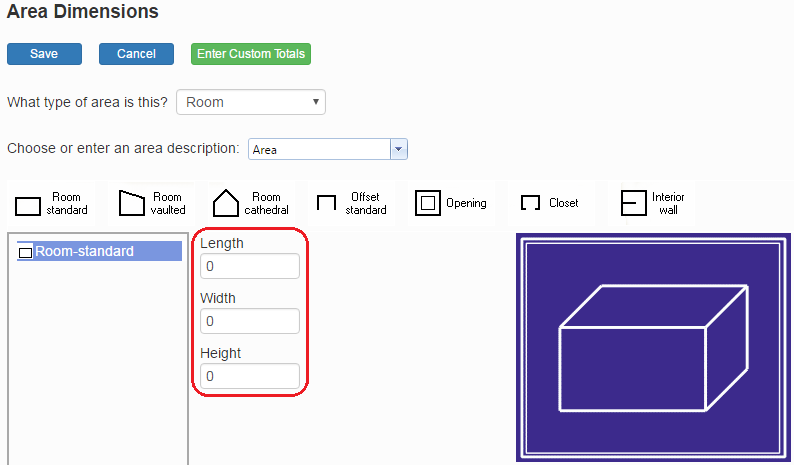
That will take you to the Coverage Setup screen, all you need is the Coverage and Type filled in, there is a drop-down list for both.



Now in the estimates screen, you will see a new coverage in the list, to add an area go to the right and click on the **green** plus sign and that will take you to *Areas*



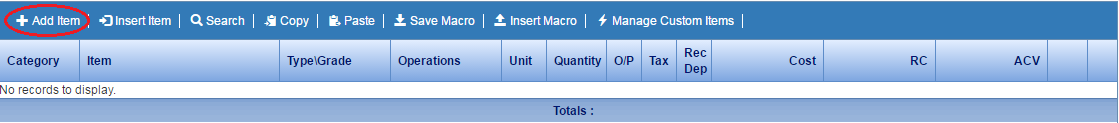
From here you can change/edit the areas size and type, but all you need to add right now is Length, Width, and Height. Then click save.



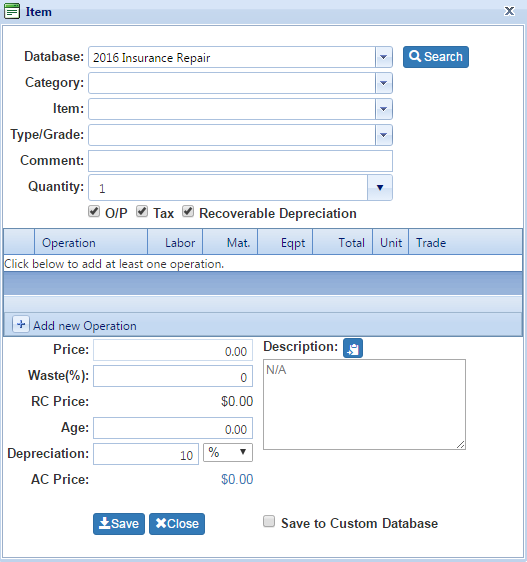
Once you are back at the Estimates screen, you will now see a new area, look to the right in the area line and click on the **blue** plus sign



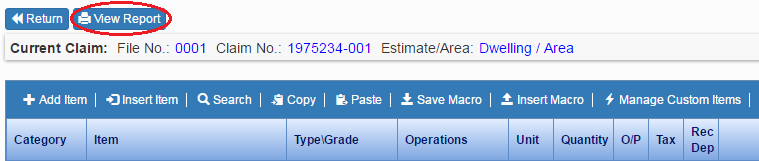
Now you are in the items list, look in the top left corner of the items list and click on add item.



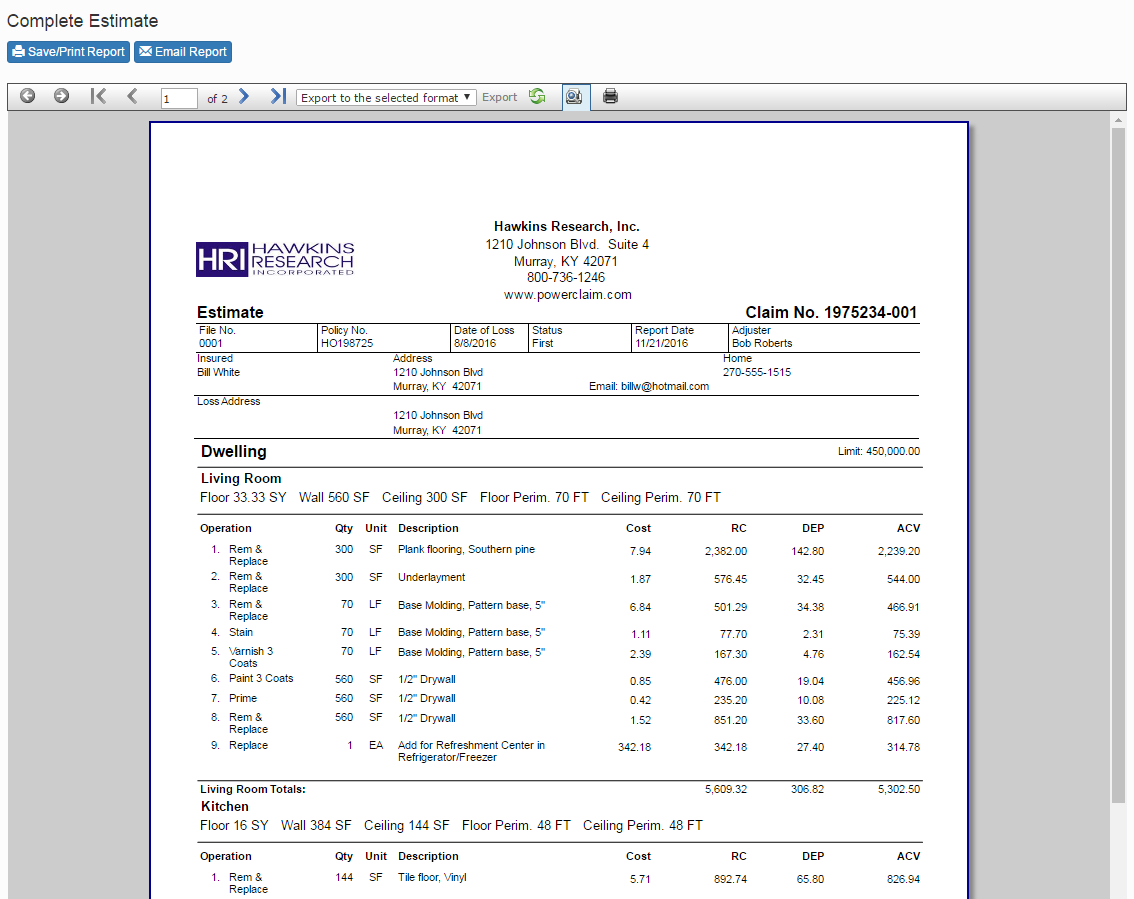
A screen will pop up, and you add the item from there. You need to select your database, category, item, type/grade, quantity, and your operation in the list in the middle. You can change the other options, but that is all you need for an item. Then click save.



Once you have finished adding your items click on View Report



Now you are on the report screen; here you can view the complete estimate, export it to several different file types, save/print your report to your computer. And email your report.

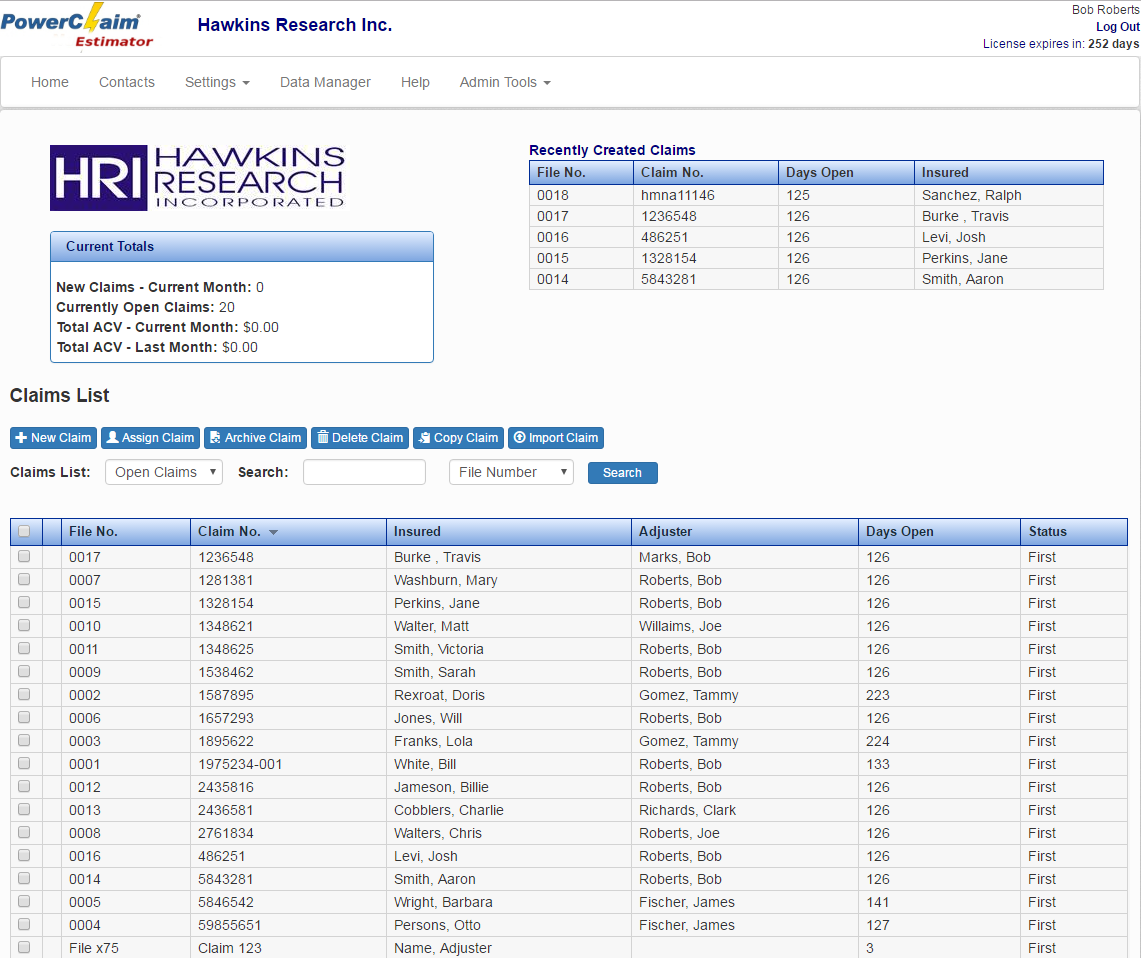


Now you have completed an estimate. This is just simple how-to guide to get you started and show the main steps to get started in Estimator. You can find more information about all that was covered in the rest of the manual.

# Home Screen

When you log in you automatically go to the *Home Screen*, This screen shows:

* Recently Created Claims – At the top right you will see a list of five claims, these are your most recent claims and are sorted by date only.
* Claims List – These are all of your claims, you can click on one to open it and you can sort the whole list by clicking on *File No. Claim No. Insured, Adjuster, Days Open,* and *Status* respectively.
* Current Totals – Here you can see how many claims were created in the last month. Your currently open claims, and your ACV for this month and last month.
* Claim Search – Just above the Claims list you will see a search area, you can search by *File No. Claim No. Insured, Adjuster, Days Open,* and *Status.* Just chose what you want to search by and fill out the search info (File no. 1357 for example) then click the blue Search button. All the claims that match will show up in the claims list. Click clear to go back to the main claims list.



## Tool Bar

If you are logged in as a manager: To the top you will find *six* options. *Home*, *Contacts, Settings, Data Manger, Help,* and *Admin tools.*

If you are logged in as a user: To the top, you will find *five* options. *Home*, *Contacts, Settings, Data Manger* and *Help.*

* *Home-* Used to show current activity with your company or to a user the current claim activity.
* *Contacts-*This gives you a view of your contacts. From this screen, you can add new contacts and us them in *Claim Setup*.
* *Settings -* In settings you can access *Claim Preferences, Default Estimate Settings, Default Report Settings,* and *Manage Custom Items.*
* *Data Manager* - Used to add or edit Activity Types, Diary Types, Loss Causes, Status Types, and Policy Types.
* *Help –* This will take you to this manual.
* *Admin Tools -* This includes the Manage Users and Company Info Screens. Used to manage users and add company information and logo

## Recently Active Claims

This shows you the most recently created claims. From this screen, you can click on a claim, and it will take you to the claim.

## Claim Search

Using the *Search* box, you can search claims by several different parameters: File Number, Claim Number, Insured, Adjuster or Status. The claims that match the information in the *Search* box will be displayed on the *Home* screen. You can now edit, delete, archive or assign the claim.

## Delete Claim

This option is used to delete a claim from the *PowerClaim Estimator* server. If you delete a claim, it will no longer show in the reports

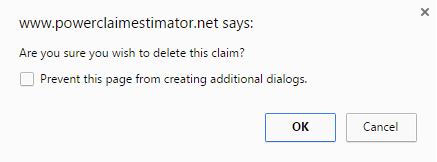
**To Delete a claim:**

Select the claim you would like to Delete.

Click the *Delete Claim* button.

A popup message will appear "*Are you sure you wish to delete this claim*?" Click *OK* or

*Cancel*.



***Warning!***  If you check the box for "Prevent this page from creating additional dialogs.". You won't be able to Archive or Delete claims until you re-enable pop-ups and notifications.

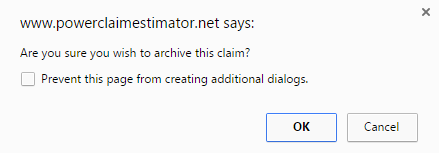
## Archive Claim

Archiving a claim will remove them from the claim list and will no longer allow the user to access the selected claim. The claim will still be available for reporting purposes. To get the claim to show in the claim list once it has been archived, please contact Hawkins Research, Inc.

To archive a claim:

* Select the claim you would like to Archive.
* Click the *Archive Claim* button.
* A popup message will appear "*Are you sure you wish to archive this claim*?" Click

*OK* or *Cancel*.



* ***Warning!***  If you check the box for "Prevent this page from creating additional dialogs.".

You won't be able to get the popup for Archive or Delete claims until you re-enable pop-ups and notifications.

## Assign Claims

Managers and users who have been authorized can assign claims. When a claim is assigned to a user and the assignment is saved, you have the option to send an email notification to the user. Ensure that a valid email address is located in the *Account Admin* screen for the user and the person assigning the claims.

When the user logs into the system, the assignment details are found on the server. Based on these, the user can start working on the claims.

**To assign a claim:**

* From the *Claim setup* screen, click on the claim you want to assign.
* Click the *Assign Claim* button near the bottom of the page.
* The Assign Claim screen below appears.



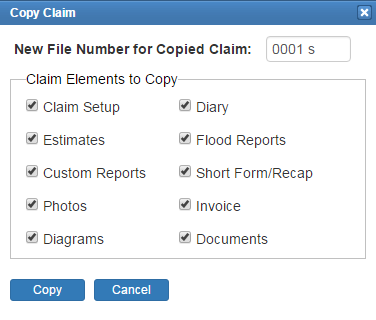
* Click on the user that is to be assigned the claim.
* Click the arrow to move the person to the *Assigned Users* column.
* Click *Save Assignments*

**To un-assign a claim:**

* Click on the user in *Assigned Users.*
* Click on the arrow pointed left.
* Click *Save Assignments.*

## Copy Claim

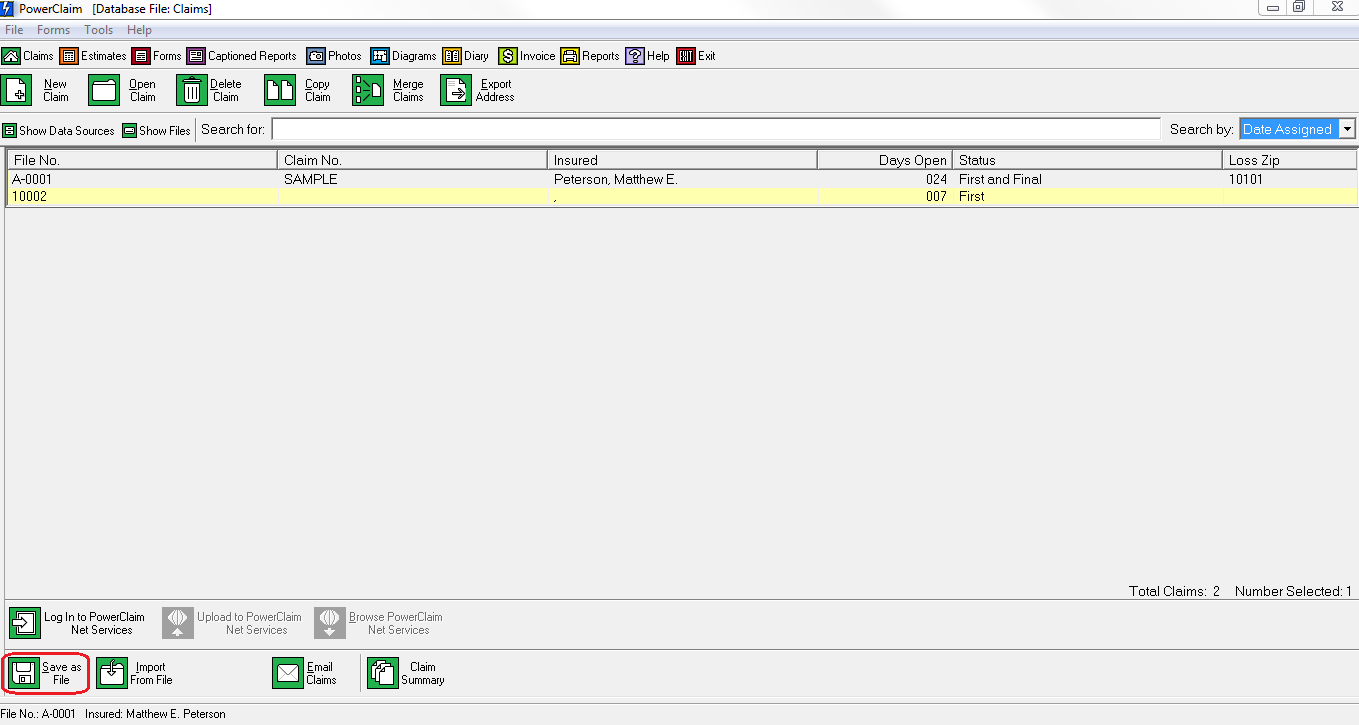
To copy a claim check the box for the claim you want to copy in the claims list page and click the *Copy Claim* button and you will get a popup for what you want to copy from the claim.



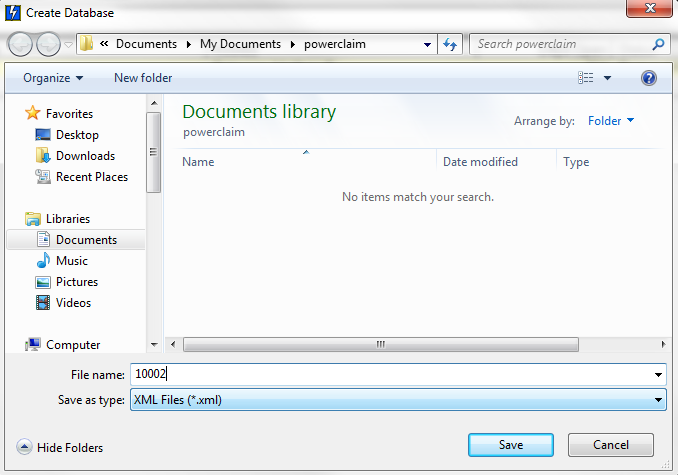
Just select what you want to copy and add a new name or keep the given one then click *Copy* and it will show up on your claims list.

## Import Claim

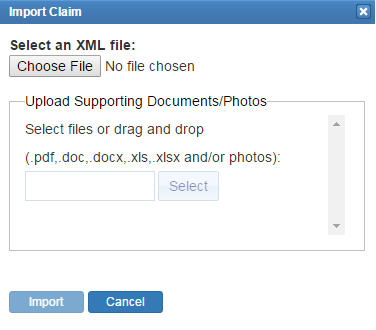
With the *Import Claim* feature, you can import claims from PowerClaim XML to Estimator easily, to start you need to save your claim in XML. To do that open up XML and go to the *Claims* screen, select the claim you want by clicking on it once, and then click on the *Save to File* button in the bottom left corner.



Once you do that, a screen will pop up asking you where you want to save it, what you want to name it and the file type. It does not matter where you save it as long as you can find it again. Name it the file number and make sure it is saved as XML.



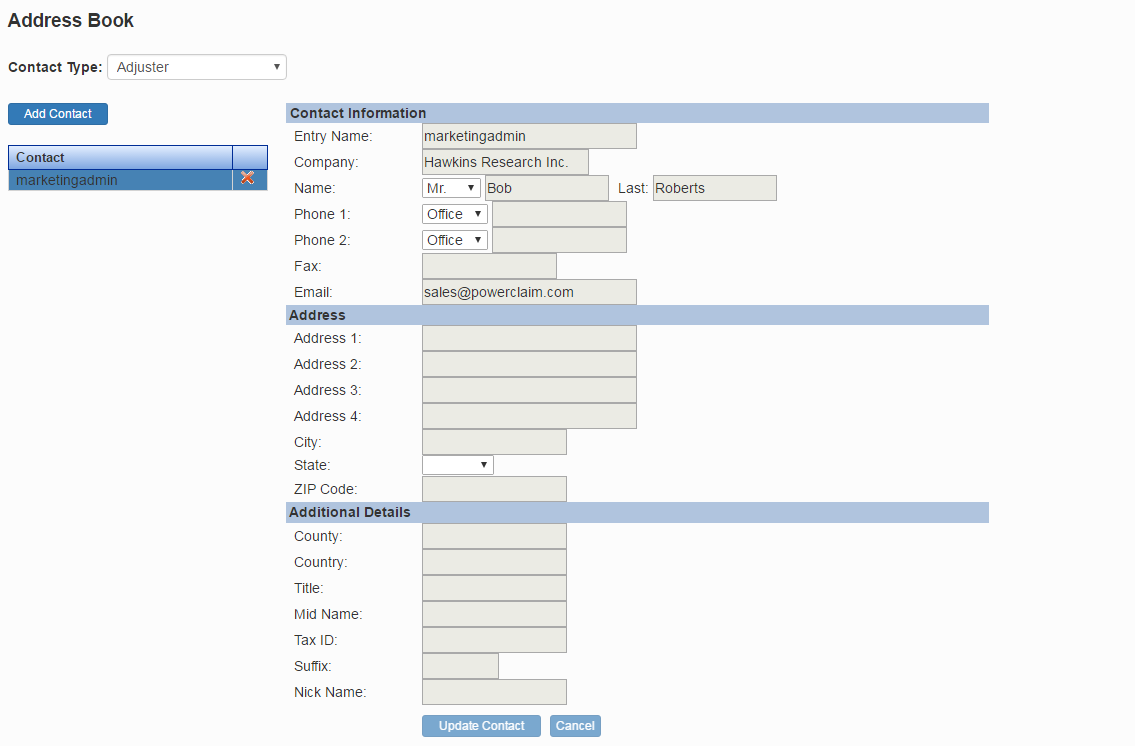
After you have saved the claim, go back to Estimator and click on the *Import Claim* button right above the search bar. Then this screen will pop up.



Click on *Chose File* and then select your saved file, you can also add Supporting Documents/Photos as long as it’s one of the supported file types listed in the window. When you are done click *Import* at the bottom left corner and it will now be in your claims list.

# Contacts

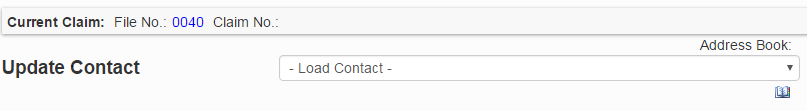
Use the *Address Book* feature when you wish to save and retrieve contact information. You can get directly to the address book by clicking on *Contacts.*



## New Contact

* Double-click the contact type you would like to enter and enter the contact information.
* Click *Save to Address Book.*
* Click Load to Claim to add this contact to the claim you are currently completing.

**Load existing contact**

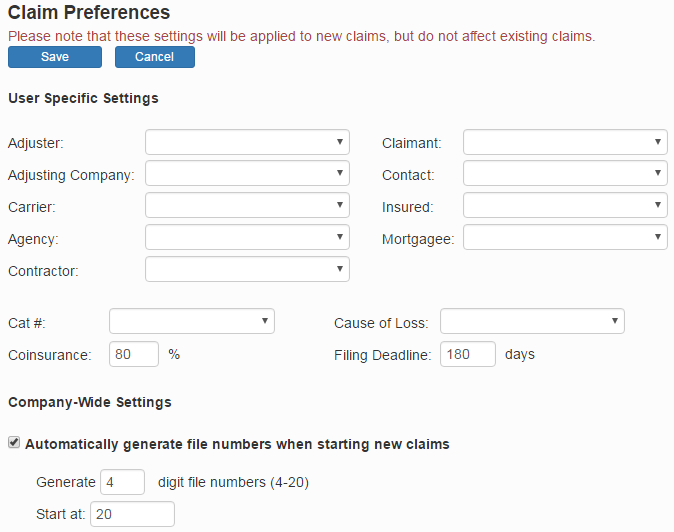


* Click on the contact type.
* Click on the drop-down box *Address Book* and *Load Contact.*
* Click on the contact you want to add.
* After the contact information populates, Click *Save Contact*.

# Settings

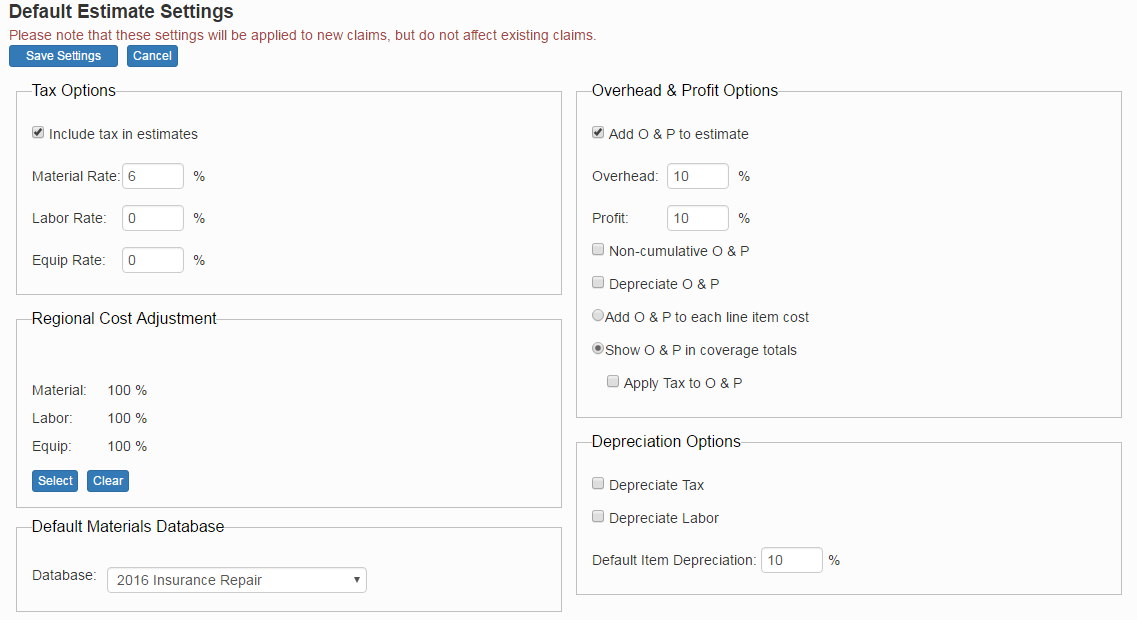
## Claim Preferences

In claim preferences, you can set up “autofill” for user specific claims for their contacts and set up the file number generation settings at the bottom as well. (Example, you can set it so that your adjuster automatically fills in as “Bob Jones” as long as he is in your contacts.)



## Default Estimate Settings

Here you can set the default setting for all of your **future** claims; this does **NOT** affect pre-existing claims.



### Default Tax Options

Place a check in the "Include tax in estimates" check box to have tax automatically calculated.

Set Material, Labor, and Equipment tax rates in the fields provided.

### Default Regional Cost Adjustment

The "Regional Cost Adjustment" affects how database items are adjusted to meet the local cost index. Choose the region that is closest to the area of work by clicking the **Select** button.

Clicking **Clear** will return the settings back to the national average.

### Default Materials Database

Here you can change the Default database for creating new claims.

### Default Overhead & Profit Options

Place a check in the "Add O & P to estimate" checkbox to automatically add overhead and profit to the estimate items.

Set "Overhead" and "Profit" rates in the field provided.

To calculate overhead and profit separately, place a check in the *"*Non-cumulative O & P" check box. To calculate overhead and then calculate the profit based on the sum of the cost plus the overhead, clear this check box.

Check the "Depreciate O & P" box to include O & P when calculating depreciation.

### Miscellaneous

Tax and Labor can be optionally depreciated. Choose the appropriate settings for the defaults.

The "Item Depreciation" field will set a default depreciation percentage for all new line items.

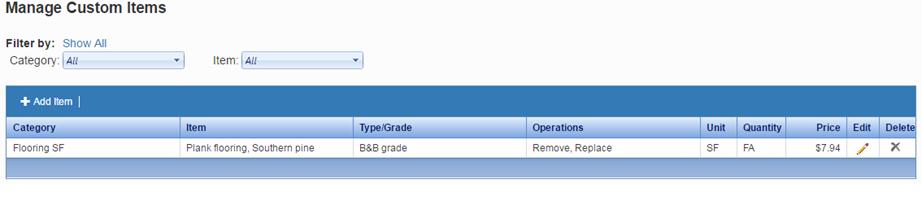
## Default Report Settings

In Default Report Settings you can edit your *General Settings, Default Header, Default Cover Sheet Comments, Default Estimate Disclaimer,* and *Default Additional Payment Agreement (For Alternate R/C Statement).* You can also change your company logo here as well.

* *General settings –* you can choose a few things to add or remove from your report.
* *Default header –* you have five lines to add to your header, it will autofill to your contact information.
* *Default Cover Sheet Comments –* Comments that will automatically fill your report cover sheet.
* *Default Estimate Disclaimer –* you can add multiple templates for your disclaimer, to add a new one click on *Add New Disclaimer,* fill in the name and type it out in the box below and click save.
* *Default Additional Payment Agreement (For Alternate R/C Statement). –* You can edit/add to your agreement here that will show up in your report.

## Manage Custom Items

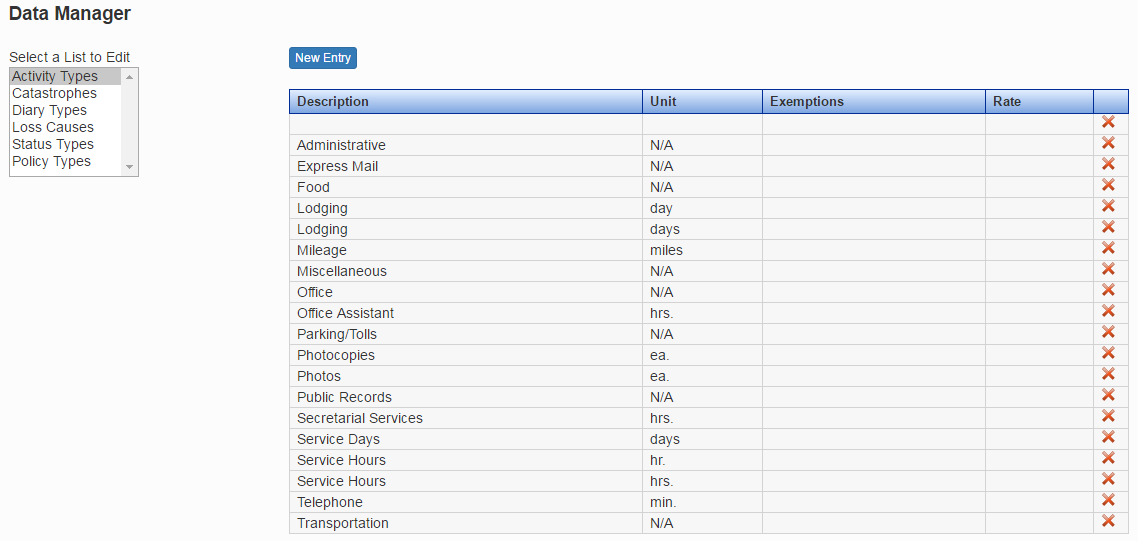
To manage your custom items click on *Settings* at the top of the page and click on *Manage Custom Items* from the drop-down.



From here you can see all of your custom items, and you can edit, sort, and delete from here so you can access them from any claim you are working on.

# Data Manager

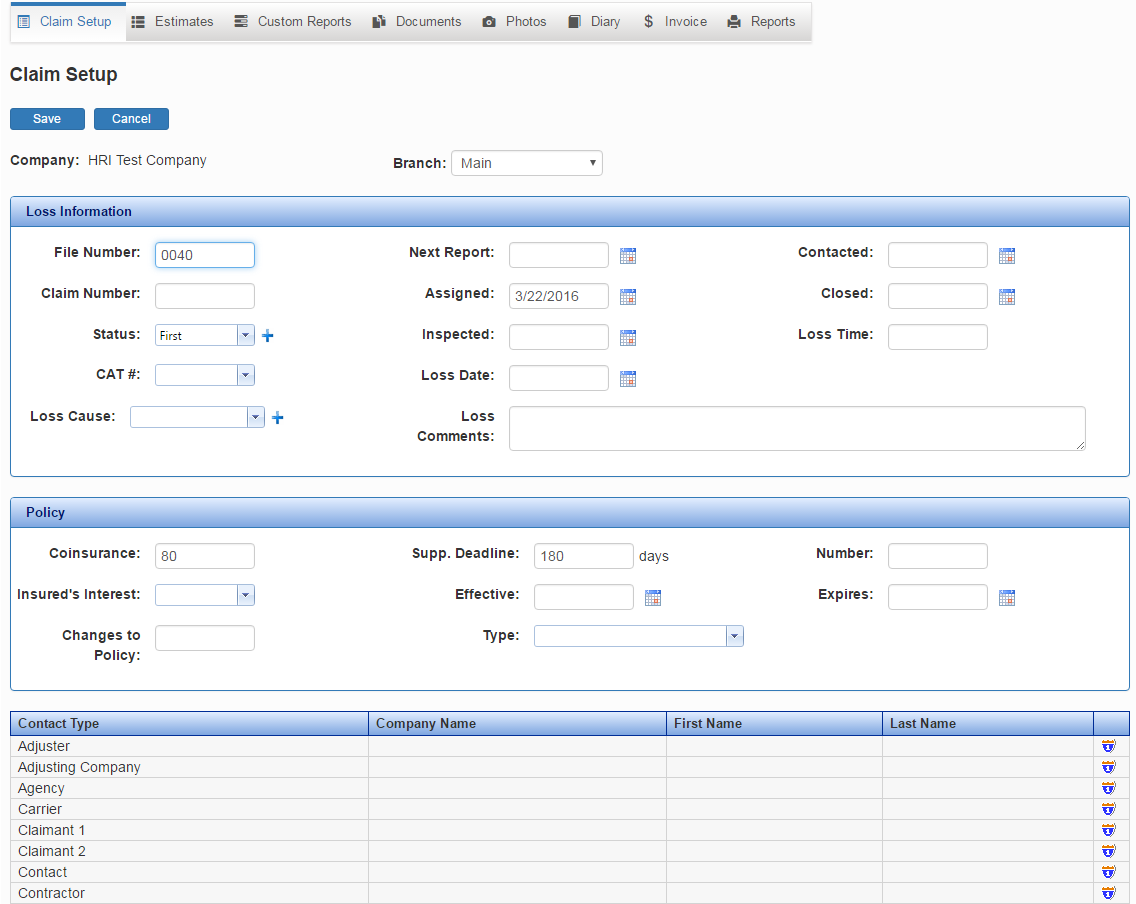
Here you can access and edit all of your data, to the left you have your fields of data and to the right you have your data items. To add a new data item click on *New Entry,* fill out the boxes and click save. To edit a data item just double click it.



# Claim Setup

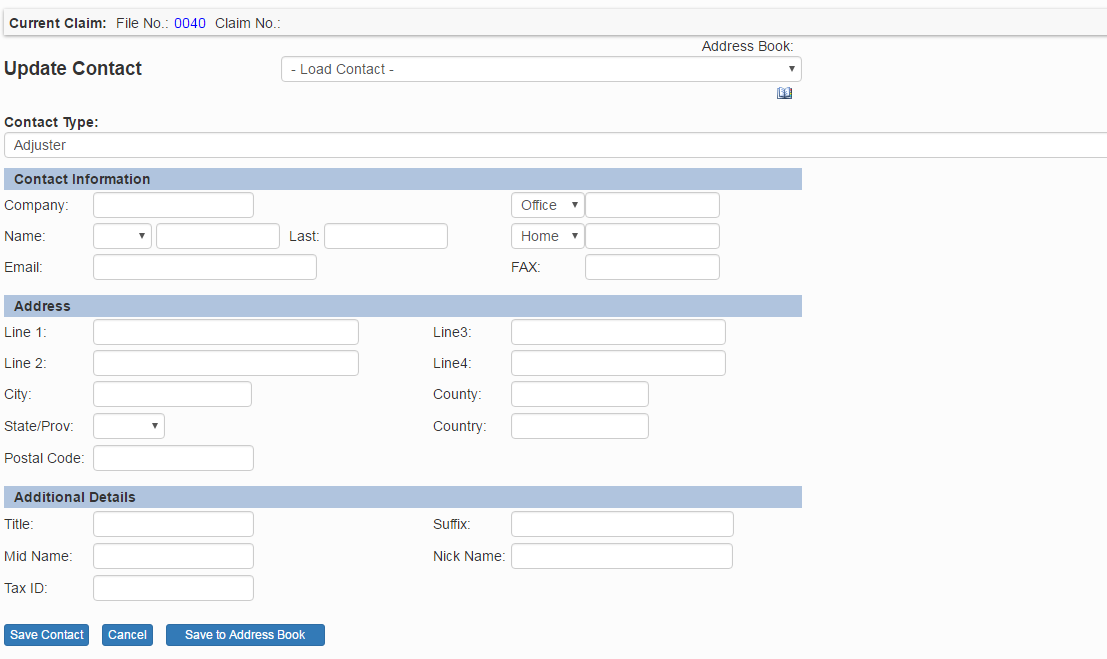
To start a claim file on the *Manage Claims* screen click the *New Claim*button**.** The *New Claim* screen is where much of the general information about a claim will be entered. There are three main sections: *Loss Information*, *Policy*, and *Contact Information*. Enter the *Loss Information*, *Policy* and *Contacts* and click the *Save* button.

The File Number and Claim Number are required to save the claim. The *Contact Information* section is used to record information about all of the participants in the claim. You must have the File Number and Claim Number to enter contact information.



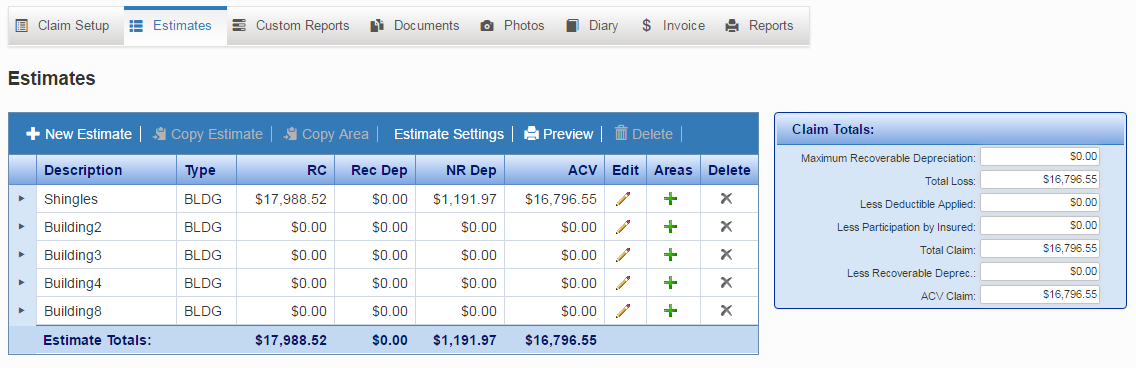
## Add Contacts

* Double click on the *Contact Type* you want to enter.
* The *Update Contact* screen will appear.
* Enter your contact information, and click *Save Contact*. You can also save to the Address Book to use in future claims by clicking *Save to Address Book*.



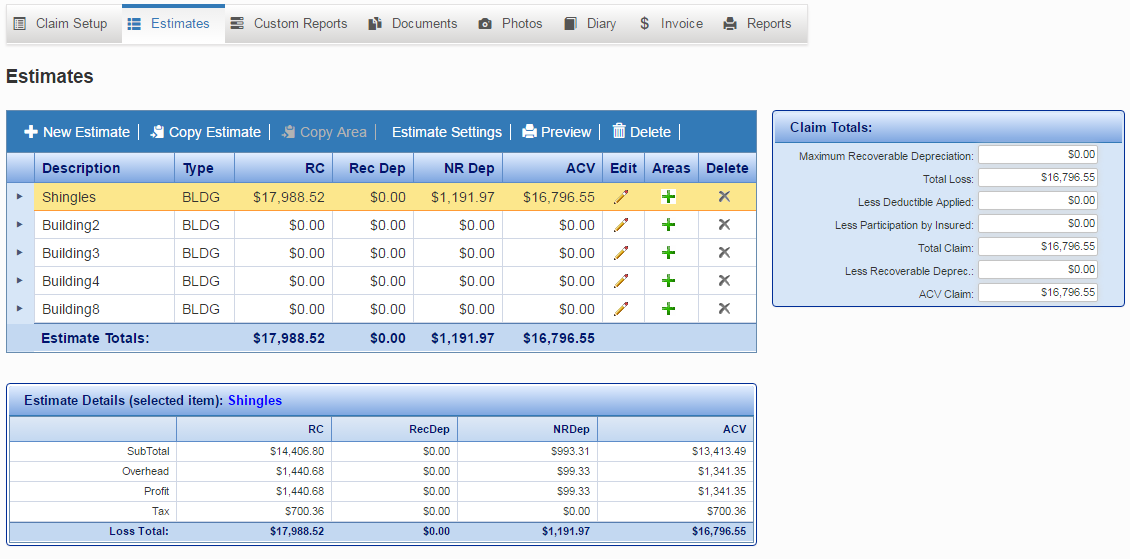
# Estimates

After you open a new claim and finish the claim set up, you can start on the estimates.



To the right of the areas and items list, you will see a claims total list with information about the entire claim. You can see *Maximum Recoverable Depreciation, Total Loss,* *Less Deductible Applied, Less Participation by Insured, Total Claim, Less Recoverable Deprec,* and *ACV Claim.*

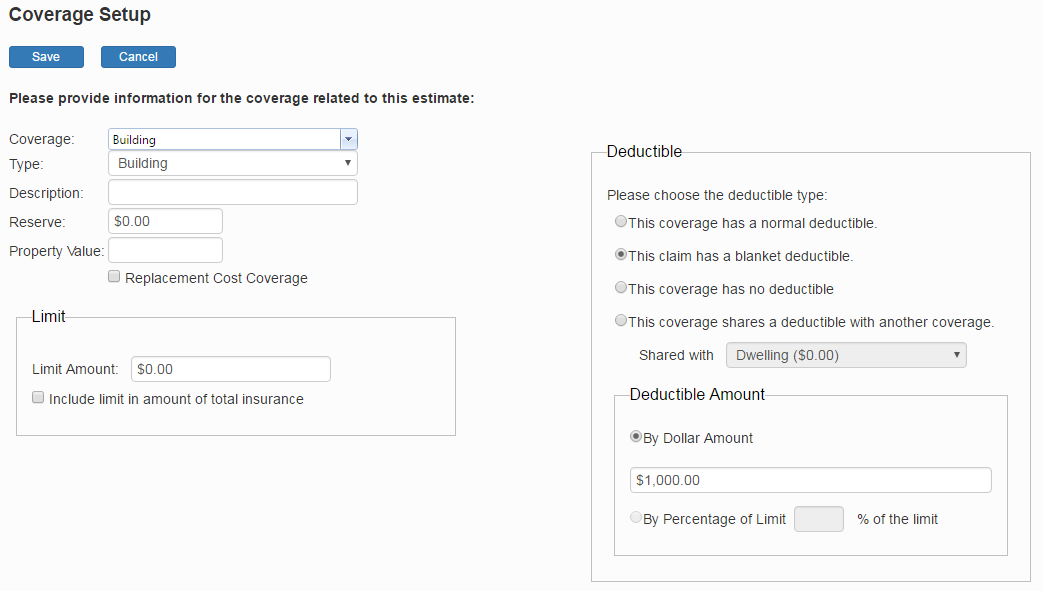
On the right side of the estimates entries, you will see three buttons. A pencil, where you can change the estimate setup. A green plus sign, where you can add an area. And a gray “X” which will delete the estimate.



When you click on an estimate, the estimate details will pop up on the *Coverage Details* screen below the list.

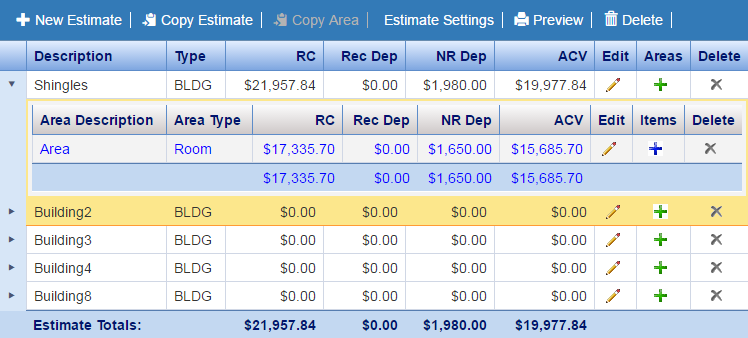
## Adding Estimates

To add a new estimate click on the *New Coverage* button, this will take you to the *Coverage Setup* screen. You can go back and change this information later by clicking on the pencil under *Edit*.



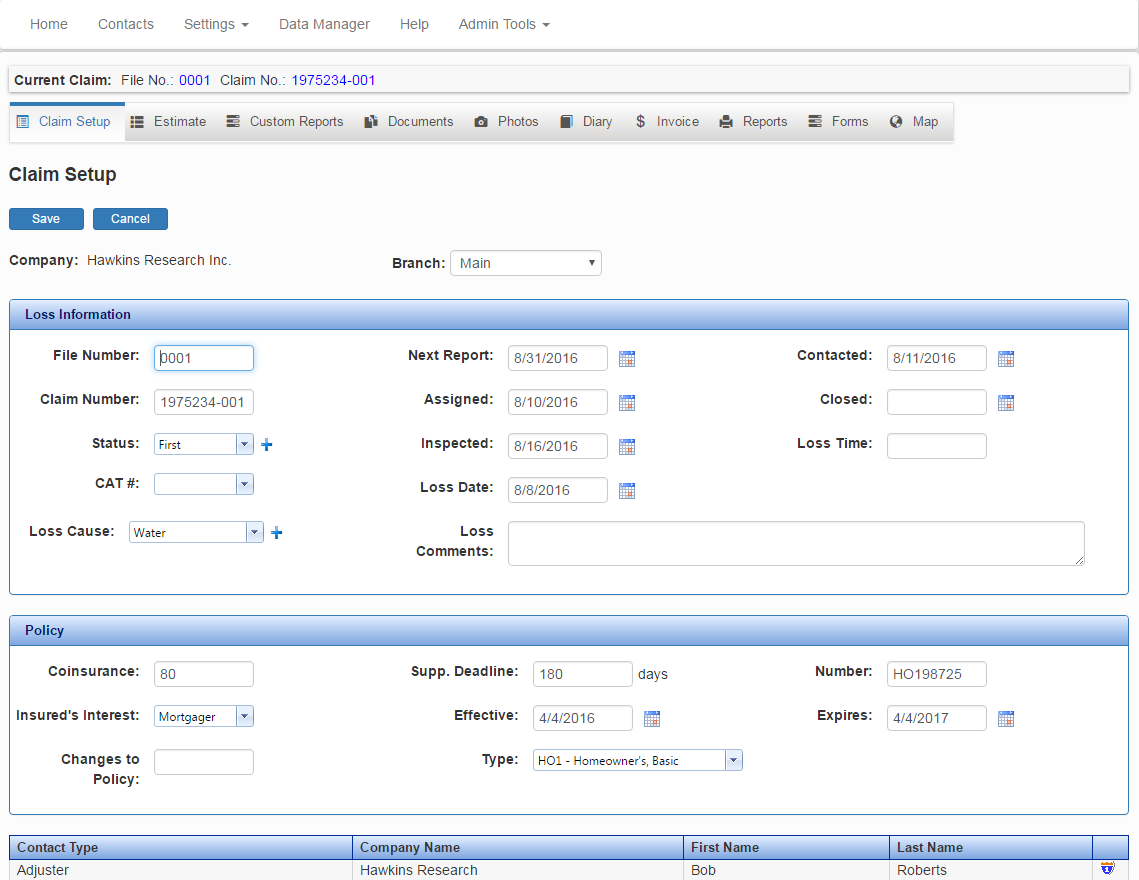
From here you can change the *Coverage, Type, Description, Reserve, Limit, Deductible,* and *Deductible Amount.*

To get to the individual areas to edit/change the items, click on the small drop-down triangle to the left of the estimate you want to edit to see the list.

From here you can add items and edit area dimensions, to edit the area click on the pencil, and click on the *blue* plus sign to add items to the area.

## New Claim

To start a claim file on the *Manage Claims* screen click the *New Claim*button**.** The *Claim Setup* screen is where much of the general information about a claim will be entered.

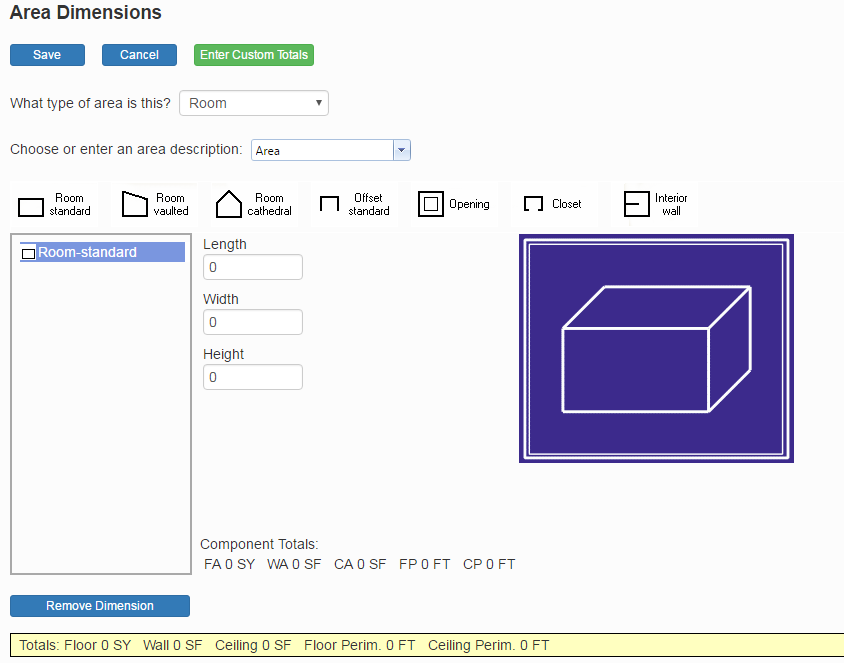


### Edit Estimate

When you click on the Pencil in the *Edit* column, you will go to that estimates setup page.

### Adding Areas

When you first add an area, you will go to the *Area Dimensions* screen.



Here you can change area description, the type of area, the style, and the room dimensions. You can add multiple areas in the list to the left of the screen. At the bottom of the screen, you will see the totals of the dimensions of the area you are working in.

At the top, you have *Save, Cancel,* and *Enter Custom Totals.*

* *Save –* Save your area.
* *Cancel –* Click on this button to cancel the whole area.
* *Enter Custom Totals –* Clink on this button to add a custom dimension, select the type of area and fill in the boxes below with your information and click save.

In the Dimensions box to the left, you can see all of the dimensions you have added and remove them with the button below the box that says *Remove Dimensions.*

For types of areas, you have *Room, Roof, Exterior,* and *No Demissions.*

Room – you have the options to choose the style of room from the available options listed above the Dimensions box: *Room standard, Room Vaulted, Room Cathedral, Offset Standard, Opening, Closet,* and *Interior Wall.*

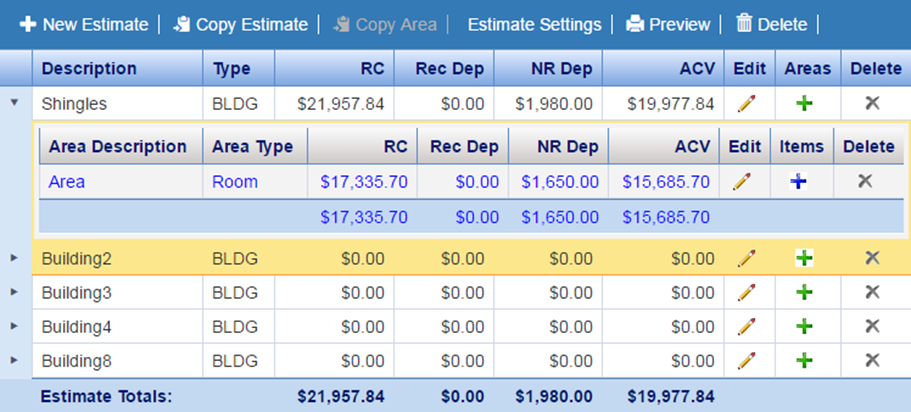
Roof – you have the options to choose the style of roof from the available options listed above the Dimensions box: *Rectangular slope. Triangular Slope, Trapezoidal Slope* and *Parallelogram Slope.*

Exterior – You have the options to choose the style of exterior from the available options listed above the Dimensions box: *Exterior Wall, Gable Selection,* and *Wall Opening.*

No Dimensions – you cannot add any dimensions here, this is for if you don’t have/want dimensions in this area.

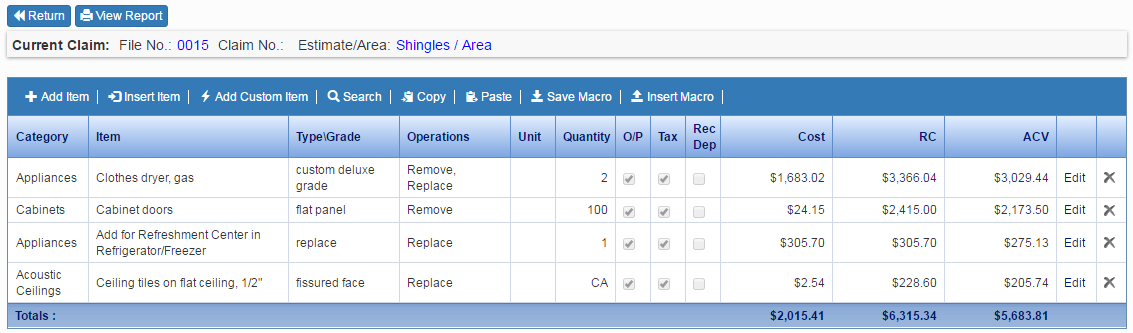
### Adding Items

When you have made an area, you will see that area in a list below the estimate you made it under



To add items, click on the blue plus sign to the right. That will talk you to the items list, from here you can add, edit, and delete items in that area.

### Items List



Above the items list, you will see two buttons, *Return,* and *view Report.*

* *Return –* This will take you back to the area list,
* *View Report –* This will generate a report for the area you are in.

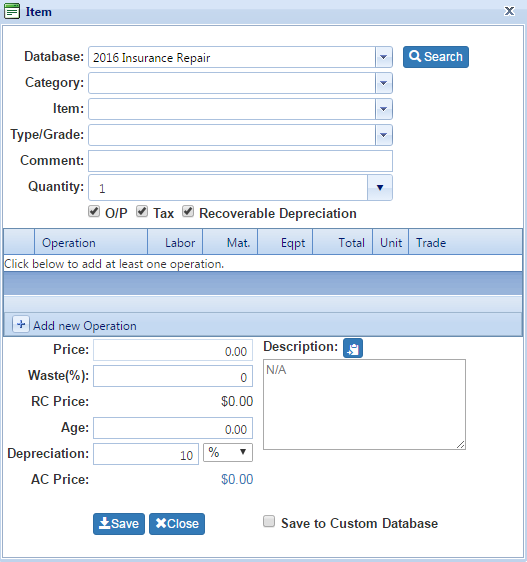
You will also see eight buttons at the top of the of the list; *Add Item, Inset item, Add Custom Item, Search, Copy, Paste, Save Macro,* and *Insert Macro.*

* *Add Item* - Click to add a Pre-existing item from our database.
* *Inset item -* Works the same as *Add Item,* but will insert the item into the list right above the currently highlighted item.
* *Search* – from here you can find an item by searching our databases.
* *Copy –* copy’s a selected item.
* *Paste* – paste’s your selected item into your item list
* *Save Macro* – With this tool, you have an item selected you can click on this tool and save it under a macro under a custom name.
* *Insert Macro* - Inserts a selected macro from your macro list to be inserted into the items list.
* *Manage Custom Items* – from here you can Manage all of your custom items in a list for quick access

To the right side of the list, you will see *Edit* and a gray “X.” *Edit* will allow you to change the selected estimate as if you were making a new one. The “X” will delete the item from the list. And at the bottom, you see your estimate totals.

### Adding an Item

When you click the *Add item* or *Insert Item\** button, this screen will pop up.



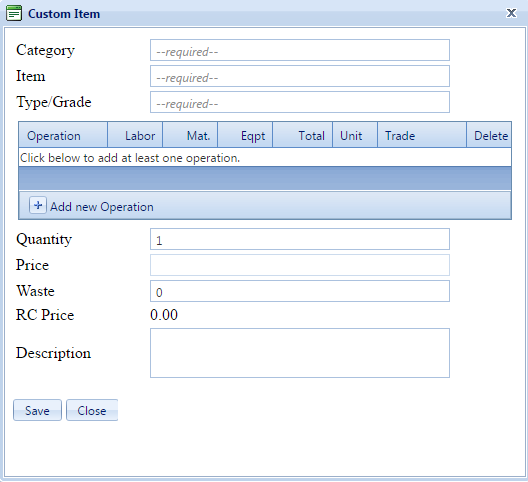
* Database – Chose which Database you get the item estimate from. There is a search button to the right as well.
* Category – Chose the category to get the item list for said category.
* Item – Lets you chose the item from the category list.
* Type/Grade – Gives more detail for the item you just chose.
* Comment – Area for any comments for the item
* Quantity – Sets the quantity of the item.
* Check boxes for adding O/P, Tax, and Recoverable Depreciation
* Operation – lets you decide what you will be doing to the selected item (Clean*, Replace, Remove, Etc. you can also add a new operation*).
* Price – Shows the base cost before adding *Waste, Age, etc.*
* Waste – Sets the waste for the item.
* RC Price – the calculated price for the item/operation listed above.
* Age – input for the current age of the item.
* Depreciation – allows you to set the depreciation percentage for the item/operation
* AC Price – The total price for the item and operation.
* Add to Custom Database – Check this box to add it to your custom items list

At the bottom of the window, there are two buttons, *OK* and *Cancel.*  Click *OK* to save the item and *Cancel* to erase it.

### Adding Custom Items

To add a custom item from an estimate item click on *Add Item* and at the bottom of the popup box check *Save to Custom Database* and add the info then click save.

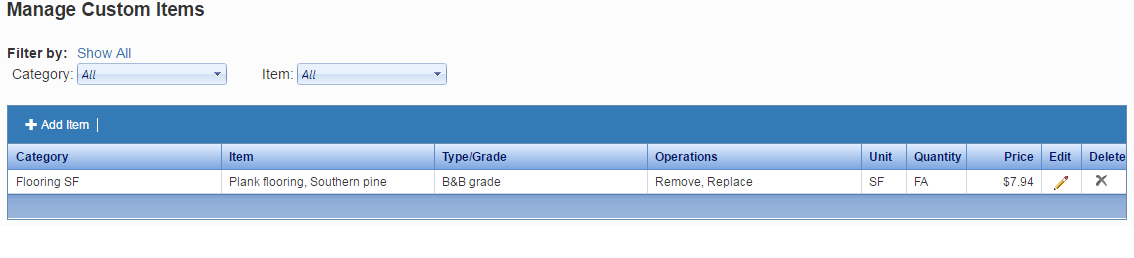
To add your own item from scratch click on Manage custom items from the items list *or* in the settings dropdown from the top of the page. Once you do that click on Add item at the top left corner of the list, and you get a popup window where you can add any item you need.



Once you fill out the required information and anything else you want to add click on save and it will now be in your custom items list.

### Managing Custom Items

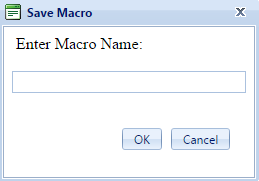
To manage your custom items click on *Settings* at the top of the page and click on *Manage Custom Items* from the drop-down.



From here you can see all of your custom items, and you can edit, sort, and delete them from here as well. You can access them from any claim you are working in.

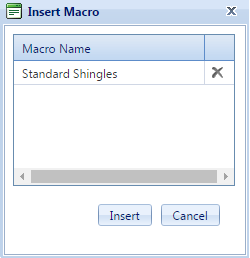
### Macros

Macros will allow you to save a certain item for future use. To save a Macro select an item you have on your list then click on the *Save Macro* button, you will see this screen pop up.



From here you will add a name for the macro for future reference, then click *OK* to save it.

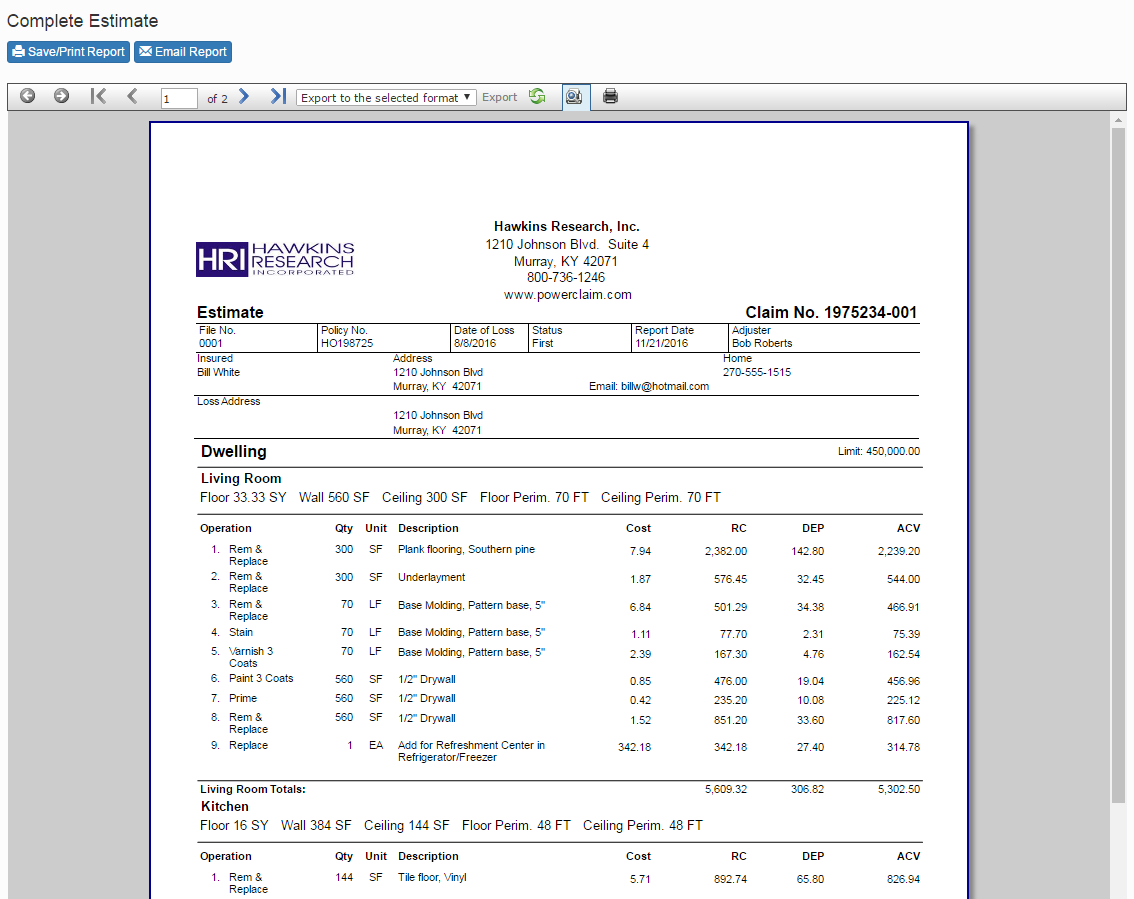
Then to add a saved Macro click on the *Insert Macro* button and you will see this popup.



Here, click on the macro you wish to use and click on *insert,* and it will be added to the item list.

## View Report

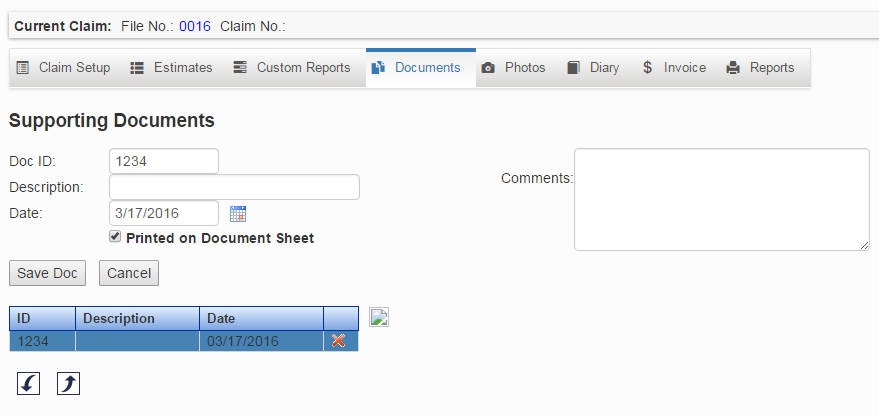
To view the report for the area click on *View Report* and it will take you to the Report viewer, this will show you the full report for the *Claim*.



From here you can view the Report, Save/Print, Email, Export it, and Print it.

## Documents

This lets you attach documents to the claim file.



**Adding a Document**

This lets you attach PDF, gif, jpg, jpeg, and png documents to the claim file.

* Click the *Add* *Doc* button.
* Enter Doc ID, Description, Date, and Comments.
* Click the *Browse* button to locate the file you would like to attach to the file.
* Click the *Save Doc* button. The document will now appear in the list.

**Export a document**

To view PDF documents, click the *Export* button. Some graphic and picture formats like .gif, .jpg, jpeg, and .png will display at the bottom of the screen. Exporting allows you to save the full resolution images as well.

* Click on the document you want to export.
* Click the *Export* button.

**Delete a document**

* Click on the C:\Users\Austin\Documents\GitHub\PowerClaimEstimator\PowerClaimEstimator\Manual\nsw_diarydelete.gif for the document you want to delete.
* A pop-up window will appear *"Are you sure you wish to delete this entry?"*  Click the *OK* button to delete.

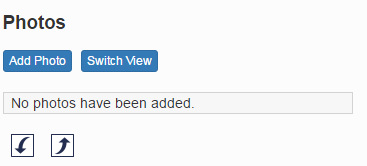
.

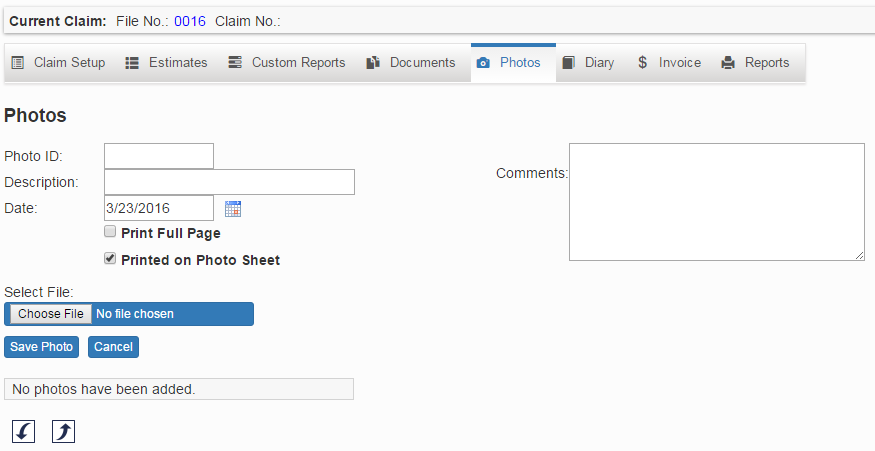
## Photo

**Adding a Photo**

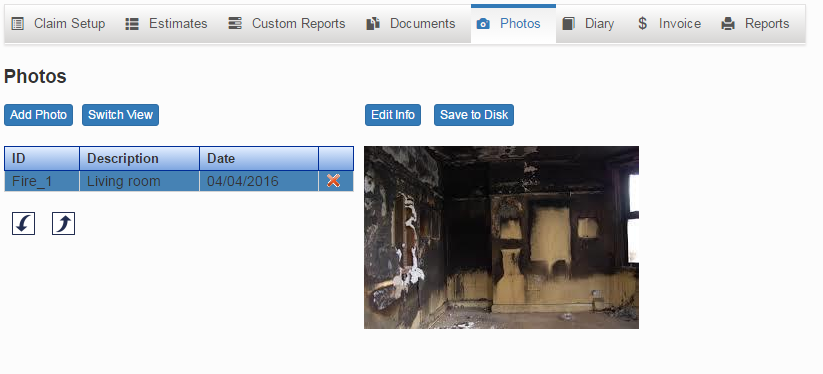
This lets you attach photos to the claim file.

To add a photo click the “Add Photo” button





* Enter Photo ID, Description, Date, and Comments.
* Click the *Browse* button to locate the photo you would like to attach to the file.
* Click the Save *Photo* button. The document will now appear in the list.



**Export a photo**

To view photos, click the *Export* button. Some graphic and picture formats like .gif, .jpg, jpeg, and .png will display on the screen. Exporting allows you to save the full resolution images as well.

Click on the document you want to export.

Click the *Export* button.

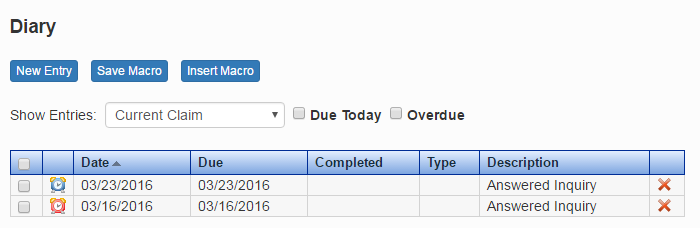
**Delete a photo**

Click on the C:\Users\Austin\Documents\GitHub\PowerClaimEstimator\PowerClaimEstimator\Manual\nsw_sd_delete.gif by the photo you want to delete.

A pop-up window will appear *"Are you sure you wish to delete this entry?"*  Click the *OK* button to delete.

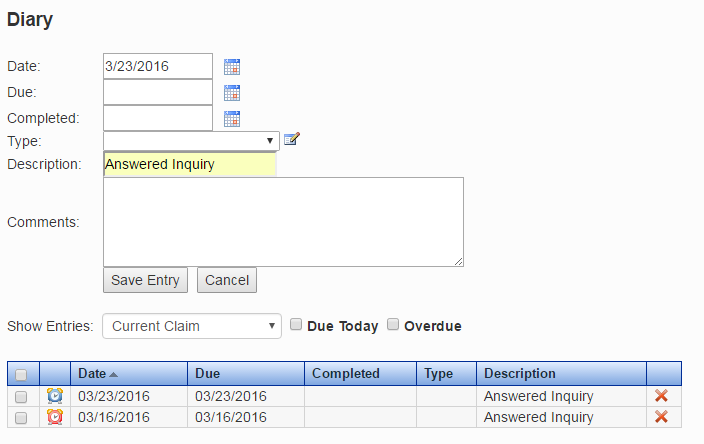
## Diary Entries

The Diary Screen is where you enter and view diary entries. Logged in as a Manager, the diary entries can be displayed by Current Claim, All My Entries and All Entries. Logged in as a User, the diary entries are displayed by Current Claim and All My Entries. To view the complete diary entry click on the entry, and the diary entry will be displayed.



Diary entry is Overdue. C:\Users\Austin\Documents\GitHub\PowerClaimEstimator\PowerClaimEstimator\Manual\ndw_duetoday.gif Diary entry is Due Today. C:\Users\Austin\Documents\GitHub\PowerClaimEstimator\PowerClaimEstimator\Manual\nsw_diarydelete.gifDelete the Diary entry.





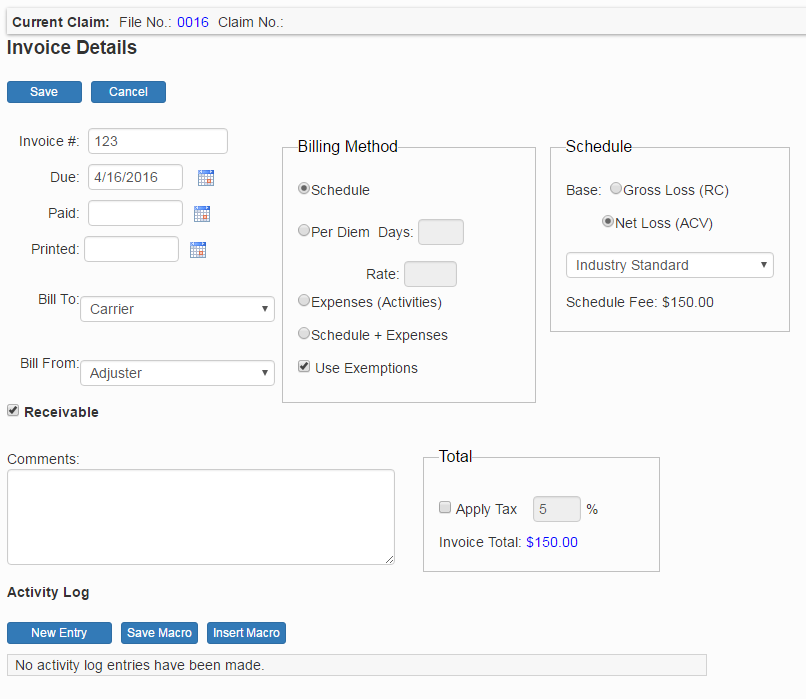
Adding a Diary Entry.

* Click on the New Entry button.
* Enter the information for the diary entry.
* Click the Save Entry button to save the diary entry.

The Data Manager provides the ability to edit items that appear in lists throughout PowerClaim Estimator.

## Invoice

The Invoicing section can assist you in determining what is owed for services rendered, as well as for billing adjusting companies and carriers for services. Click New to add an Invoice.



**Invoice Details**

This section displays the invoice billing options. It enables the adjuster to specify the invoice number and noteworthy dates.

Invoices can be billed to either the carrier or adjusting company from either the adjuster or adjusting company.

**Billing Method**

This section displays the options for the billing method.

*Schedule*: This option should be selected if you would like to use a schedule of billing.

*Per Diem*: Use this option if you would like your billing method to be accumulated per day.

*Time & Expenses (Activities)*: If this option is checked, the invoice will use the entries in the activity log to determine the amount of your time and expense.

*Schedule + Time & Expenses:* This will combine both the "Schedule" option and the "Time & Expenses" option for your invoice total.

*Group Expenses*: This option will change your report so that all like expenses will be grouped

into one entry.

*Use Exemptions*: This option will factor in any exemptions you have specified for each particular type of item.

**Schedule**

The Schedule calculates the invoice based upon a payment schedule. To switch between schedules, click the down arrow and select your schedule.

**Total**

This will show you the total of the invoice and also allow you to select your tax options.

To select your tax options fill in the desired tax percentage and check the *Apply Tax* check box.

**Comments**

The *Comments* box can be used to personalize an invoice or add explanatory notes.

**Activity Log**

To add a new Activity click on the *New Entry* button.



*Date:* Automatically displays today's date, but can be changed to any date by clicking the calendar icon.

*Time:* The time the Invoice task was done.

*Description****:*** A brief summary of the task. It is listed in the yellow grid on the primary Invoice screen.

*Type****:*** The category of the task performed. The types and rates available in this box can be edited by clicking on the button.

*Quantity****:*** The number of services provided.

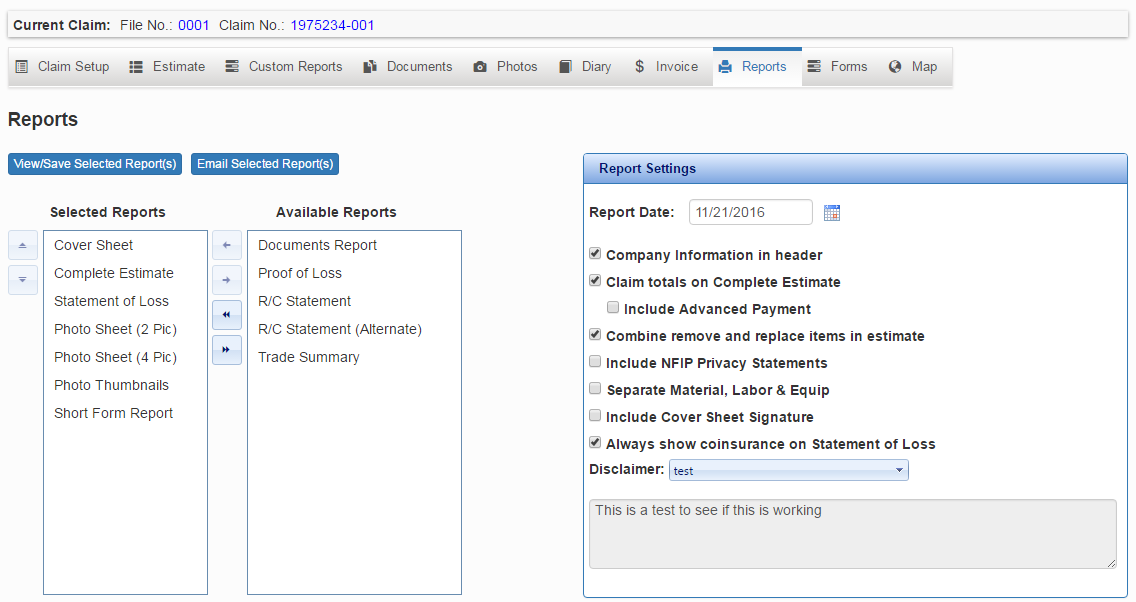
*Unit:* The unit of the services provided

*Comments****:*** A more lengthy description of the task, if needed.

After entering all desired information, click on the *New* button to immediately begin another entry without having to return to the Invoice screen. If no additional entries are needed, click the *Save* button or *Cancel* to cancel your entry.

## Reports

In Reports, you can get a better and deeper look at your report, you can decide what you want to show on the report and have quick access to some common settings as well



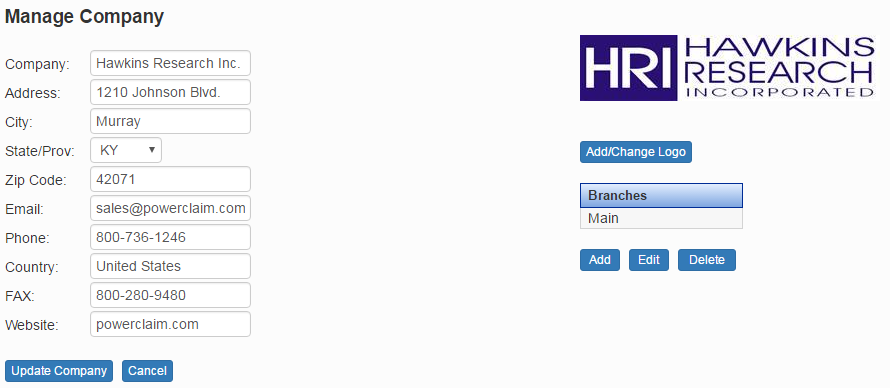
To the right you have the Report settings, from here you can choose some information to include/exclude from the report, For example, Signatures, Disclaimers, and information about the company. You can get into more detail what theses from *Default Report Settings* in the *Settings* tab at the top of the page.

And to the left, you have individual reports you can add to the whole report so you can have a short and simple report or a long and inclusive report.

* *Cover Sheet –* Gives a small amount of information about the claim
* *Complete Estimate –* Gives a list of the estimate items, areas, and their prices
* *Statement of Loss –* Gives a short list of the prices from the estimate
* *Photo Sheet (2 Pic) –* Shows two pictures one on top of the other and the info
* *Photo Sheet (4 Pic) –* Same as 2 pic but four pictures in a grid
* *Photo thumbnails –* Shows all the pictures in a 3x3 grid
* *Short Form Report –* Gives a one-page overview of the claim and contacts
* *Documents Report –* Shows the Documents you added in the claim
* *Proof of Loss –* Gives you the Sworn statement for the proof of loss add all the information it and automatically add
* *R/C Statement –* Gives a statement for the total cost of the estimate
* *R/C Statement (Alternate) –* Gives an Alternative statement
* *Trade Summary –* Gives you a “receipt” for the full cost of the estimate

# Admin Tools

Each company can be set up with its own account and company logo. Each company consists of a subset called branches. A user will be assigned a specific branch during creation. All users may view Company Information, but only those with roles of Managers and User Managers may edit or view Company Information or add/edit/delete Branch Information. To open the *Manage Company* screen, click on *Manage Company* in *Admin Tools* at the top of the page. Enter the information that you want to change and click *Update Company* button.



## Manage Company *(Manager only)*

To add and manage your company in *PowerClaim Estimator*

* Click on *Admin Tools*
* Click on *Manage Company*

Enter the information you would like to edit or add to the Company Info and click the *Update Company* button.

### Add Branches *(Manager only)*

**To add a Branch**

* Click on *Admin tools.*
* Click on *Manage Company.*
* Click the *Add* button underneath the branches list to the right side of the page.
* Fill out all of the information and click *Create Branch* to save it.

**To Edit Branches**

* Select a Branch and click the *Edit* button.
* Edit the Branch information and click the *Update Branch* button.

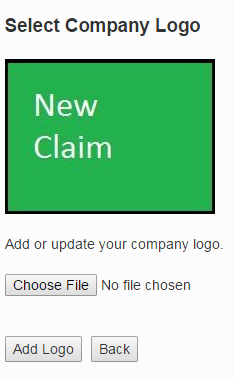
**To Delete Branches**

* Select a Branch and click the *Delete* button.
* A message will appear "Are you sure you wish to delete this branch?"

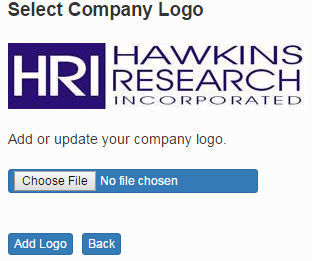
Click the *OK* button to delete.

### Add Company Logo *(Manager only)*

To add a Company Logo click on the link *Add/Change Logo* on the *Manage Company* Screen.

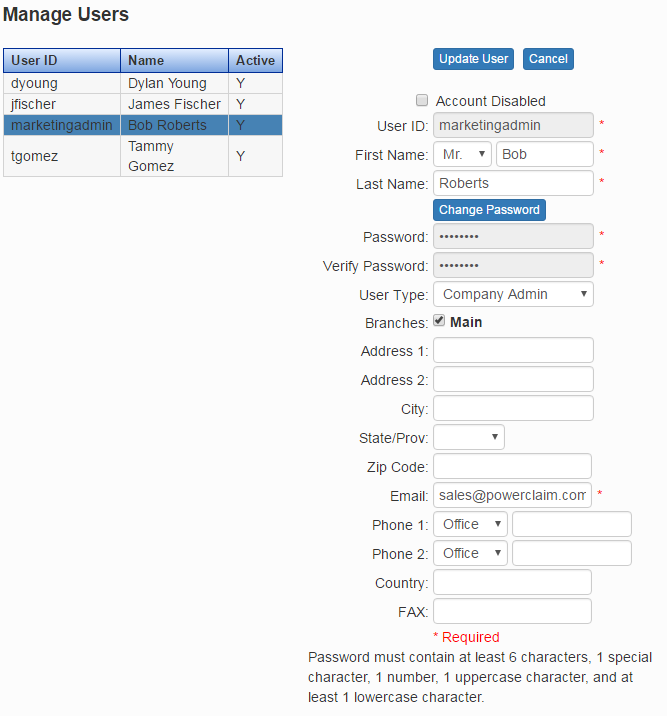


To add the logo click on the *Browse* button, and locate your company logo on your computer or your company’s network. After you have located your logo, click on the file. It will now appear in the box beside the *Browse* button. Click *Add Logo* button. Your company logo will now be shown on the screen.



## Manage Users *(Manager only)*

To manage your users in estimator click on *Admin Tools* at the top of the page and then click on *Manage Users*



From here you can edit all of the Info for your users, name, address, and contact information. You can also see if they are still active in the list to the left side of the page.

## Manage User Types *(Manager only)*

From here you can decide what each type of user has permission to access/change and to add new types of your own. These can be edited on the fly by anyone with the permission.

