PowerClaim Quick Start Guide

PowerClaim (Web) is a claims management and estimating software as a service (or SaaS) application. The system can be accessed on any device with an internet connection. (Tablets, desktops, laptops and mobile phones) All files are stored on a secure Microsoft Azure server. Hawkins Research, Inc. will be regularly updating the software with new features and latest pricing data.

Getting Started

Please call 800-736-1246 ext. 2 so the staff at Hawkins Research, Inc. can setup an account for your company. Once a username and password has been assigned, go to the web site https://www.powerclaimestimator.net/ on any device that is connected to the internet to log in.

Preferences

Welcome to the Home page. A list of previously created claims will be shown here.

Before starting the first claim in PowerClaim, it would be wise to set preferences. Click on Settings on the top navigational bar then choose Default Estimate Settings. You can set your tax rates, overhead and profit, depreciation and regional cost adjustment if needed. Click Save Settings to insure your preferences have saved. If no changes are made, click Cancel or Home in the upper left hand corner to go back to the home page.

Underneath the Settings tab you may also set Default Report Settings. Use this to enter general defaults such as header information, cover sheet comments and estimate disclaimers.
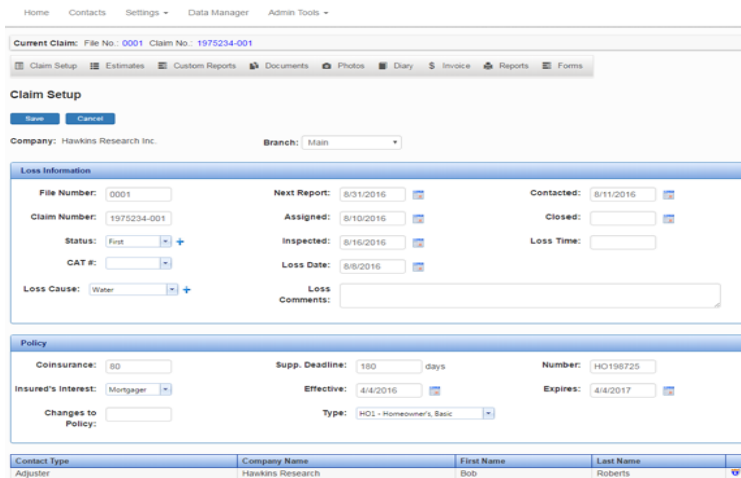
Claim Preferences may also be set up with a default adjuster, adjusting company, carrier, agency and more.

Starting a Claim

Click on New Claim to start a new estimate.
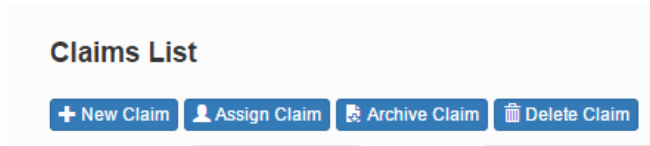
The claim setup screen will appear. This will allow you to enter the loss information, policy, and any contact information. The only required information on this screen is the File Number. Be sure to click save in the upper left hand corner once you have finished making changes to the claim setup.

When creating contacts you may save them to your address book for future use.

Once finished editing and saving the claim setup information, click the Estimates button on the toolbar.
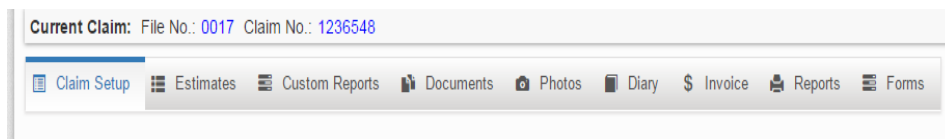
Creating an Estimate
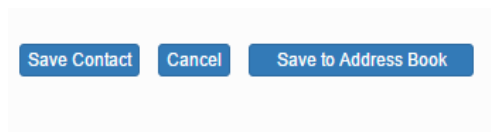
The basic layout of PowerClaim estimator will be very familiar to anyone who has used PowerClaim XML. The Estimate section of the program is organized a little differently. The three main sections of estimate are broken down into Coverages, Areas and Line Items. You can create multiple coverages in a single claim.

Click the New Coverage button to open the coverage setup page. Fill out any or all information needed then click Save.

The coverage will now appear in the Coverage list. On the right hand side of the newly created coverage a green plus sign appears under the header called Areas. Click the green plus to open the area screen.

The area screen defines which area work will take place. Choose the type of area from the drop down, then choose or enter an area description. Fill in the needed information for length, width, height and more. PowerClaim will then calculate the area totals. If you prefer you may use the Enter Custom Totals if you have already calculated the area. This is a new feature to PowerClaim. When all
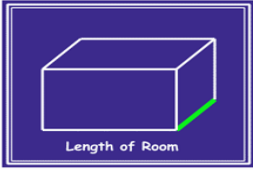
information needed for that area has been completed, click Save. To create another area click the green plus sign again from the estimates page.

All areas will now be visible underneath the Area Description header.

Area Description	Area Type	RC	Rec Dep	NR Dep	ACV	Edit	Items	Delete
Living Room	Room	$5,267.14	$279.41	$0.00	$4,987.73	✎	+	✕
Kitchen	Room	$19,784.51	$1,817.87	$0.00	$17,966.64	✎	+	✕

Adding Line Items

Once each area is created there will be a blue plus sign under the header Items. Click the plus sign to enter line items for the specified area.

On the line item page click the Add Item button. The Item box will appear. Items can be added by using the categories to select or by searching our Craftsman Book Company databases.

To add a line item select the database you wish to use, choose a category, an item and a type and grade.

Click the white check boxes next to each operation needed for the new item such as remove, replace, etc. Set the quantity to a specific number or choose quantity from the drop down menu. (FA, WA, SF, SQ , etc.)

|	Operation	Labor	Mat.	Eqpt	Total	Unit	Trade
☐	Clean	0.32	0.01	0.00	0.33	SF	Cleaning
☐	Paint 1 Coat	0.24	0.19	0.00	0.43	SF	Painting
☐	Paint 2 Coats	0.39	0.27	0.00	0.66	SF	Painting
☐	Paint 3 Coats	0.51	0.34	0.00	0.85	SF	Painting
☐	Prime	0.24	0.18	0.00	0.42	SF	Painting
☐	Remove	0.22	0.00	0.00	0.22	SF	Drywall
☐	Replace	0.70	0.64	0.00	1.34	SF	Drywall

When all information has been entered, click Save at the bottom of the box. The Item screen will be cleared and another item can be added. When all items have been entered click Close. All items now appear on the page. If you need to return to the estimate page, click return in the upper left hand side of the screen. Add items to other areas by clicking the blue plus sign next to each area.

Printing Reports

On the Estimates page, you can quickly view a Complete Estimate Report by clicking the Preview button in the toolbar. For more report options, click the Reports tab in the Claim toolbar. The reports screen contains a list of all of the

reports currently available. The estimate just created will be listed as Complete Estimate in the report list.

Any listed reports that need to be printed or saved as a pdf will need to be moved to the Selected Reports column. To move a report to the Selected Reports column highlight the report and use the arrow buttons to move the report. You can also double-click or drag and drop to move as many reports as needed into the Selected Reports column.
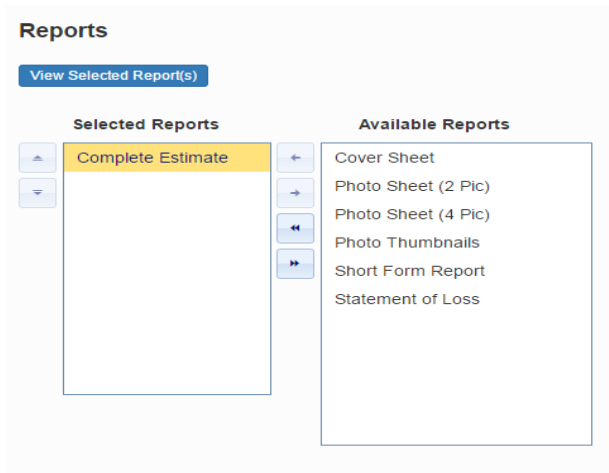
When ready to preview, print or save as a pdf, click View Selected Report(s).

A preview of the report(s) along with your customized report options will appear on screen. When all reports are completed click the Save/Print Reports button.
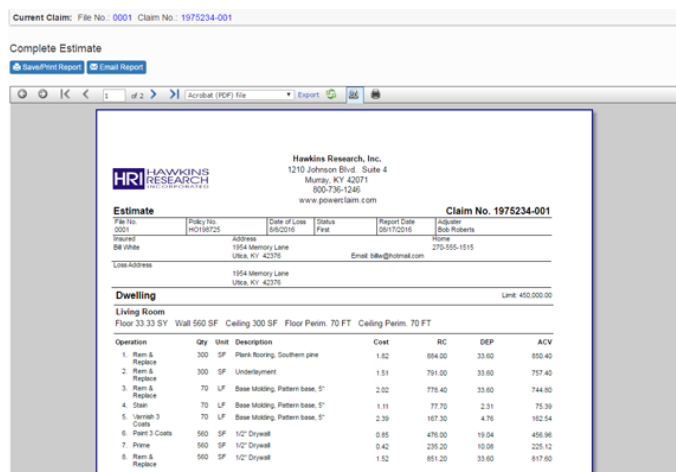
If you have any questions please contact our support staff at 1-800-736-1246 extension 2 or email support@powerclaim.com.

PowerClaim has much more to offer than what our quick guide covers. For more information please call our sales staff at 1-800-736-1246 extension 3 or email sales@powerclaim.com.

Lists of features we are currently improving on are:

Custom Reports

Photos

Support Documents

Diary

Invoicing

Interactive Forms

Diagrams

Claims Management

Management Reports