Tip Sheet

Maximize your workflow in PowerClaim XML

Contact Us

Support – Training - Authorizations

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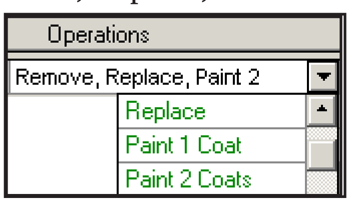
Training Resources

- Call **(800) 736-1246** to schedule free walkthrough or for support questions.
- Classes: Visit www.powerclaim.com and click on "Training"to sign up for a weekly PowerClaim class using Microsoft Live Meeting.
- Training Videos: www.powerclaim.com/videos (Training Videos are also located on your PowerClaim CD)
- FAQ: www.powerclaim.com/support/faq

Line Items:

Operations

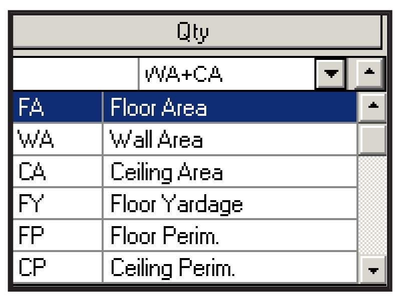
- **Green Operations** (in the drop-down menu) pull prices from the database.
- **Black Operations** will require your custom prices.
- **Multiple operations** can be entered by typing a comma after the last operation, then typing the new operation. Note the "type-ahead" feature of PowerClaim that fills it in as you type.
- Example:
  Remove, Replace, Paint 1 Coat



Tip: Unless you are entering a custom price, make sure your operations are **green** in the drop-down menu before adding them.

Quantity

- The **Quantity Box** uses Formulas that pull from your dimensions entered in the area setup.
- The Qty Box acts as a small **calculator**. You can add, subtract, multiply, and divide.
- **WA**=Wall Area **CA**=Ceiling Area
- If you forget which abbreviations you can use, click the drop-down arrow next to the Qty Box for a list.
- Example uses of Qty Box: **WA+CA, WA/2**



Custom Line Items

Creating a Custom Line Item consists of entering your own item and setting your own price.

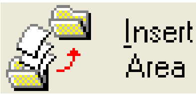
1. Leave the Category blank.
2. Type your own Item, Type/Grade, Operations, Qty, Cost, etc....
3. Type in your unit of measurement in the Cost Breakdown at the bottom of the screen under the "Unit" column (EA, SF, LF, etc...).

Materials Databases

- **Insurance Repair (NRI)**- Normal repair estimating (remove and replace); geared for a "repair" environment.
- **Commercial Construction (NCE)**
- **Residential Construction (NCE)**

No "remove" prices, only "replace;" geared for new construction; higher labor productivity makes for lower prices.

Insert Areas



Allows you to quickly import areas from other claims

1. Click the "**Insert Area**" button.
2. Navigate through your claims by clicking on the "+" buttons and select the area you wish to import.
5. Choose whether to include line items and how many copies of the area you want to insert.
4. Click the "**Insert**" button.
5. On the Areas Screen, click "Edit Dimensions" to change the dimensions of your copied areas.

Copy Line Items

Copy line items and paste them into other Areas

1. Select the *line items* to copy (see tip below).
2. Click the "**Copy Items**" button.
3. Open the area you wish to paste the line items into, and click the "**Paste Items**" button.

Note: If the quantity box of the line item has WA, CA, etc..., it will automatically update to the dimensions of the new area.

Tip: <u>Selecting Multiple Line Items</u>

- Click the grey box to the left of a line item to select it.
- Hold the [CTRL] key to select multiple line items at once.
- Hold the [SHIFT] key to select a range of line items.

Macros

The "Macros" feature allows you to insert preset groups of line items into areas

Creating a Macro

1. Go to the **Line Items** screen.
2. Create the line items you wish to save, if not already created.
3. Select the line items you wish to save (*see tip in Copy Line Items section*).
4. Click the "**Save Macro**" button and enter a unique name to identify the macro.

Inserting a Macro

1. You can insert a macro on the Area screen or in the Line Items screen.
2. Click the "**Insert Macro**" button.
3. Select the Macro from the list.
4. Click the "**Insert**" button.

Global Settings

Allows you to change settings for all <u>NEW</u> claims

1. Click on the "Tools" menu and select "**Preferences**," then click on "**Default Estimate Settings**" in the window that opens.
2. You can change the region, default tax, default O/P, etc....

Estimate Settings

Allows you to change settings for the <u>current</u> claim

1. Click the "**Estimates**" button, then click the "**Estimate Settings**" button.
2. You can then adjust the settings (region, tax, O/P, etc...) for your current claim. There is also an option to change the default item depreciation, and to then apply it to all existing line items.

Cost Database Search

Using the search cost feature, you can search for items in each cost database.

1. Either click on the "Tools" menu and select "**Cost Database Search**" -OR- from the Line Items screen, click the "**Search Cost**" button.
2. Type your search in the "**Search Text**" field.
3. Choose your database from the drop-down menu.
4. Click the "**Search**" button.