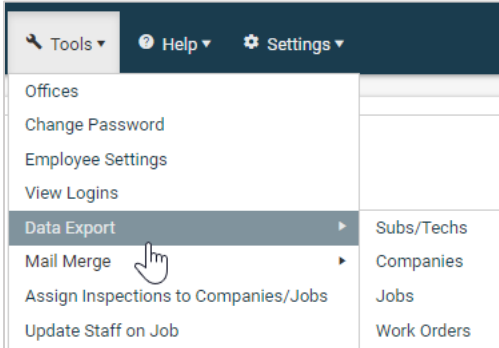


## Data Export

Sub/Techs, Companies, Jobs and Work Orders

How to export data using the information stored in Restoration Manager.

Go to Tools→ Data Export. Select what information you'd like to export Subs/Techs, Companies, Jobs or Work Orders.



After selecting your criteria, click the **Export** at the bottom of the page to proceed. Depending on the browser that is being used the file may download directly into the Downloads folder on your computer or a dialogue box will pop up, asking 'What do you want to do with the Data Export.xls?' Select Open, Save or Save As. Choose the option on how you would like to proceed. Click the **Clear** button if you want to clear the page and select different criteria.

### Sub/Tech Export Filters:

Sub/Tech Status (Active, Inactive or Include All), Sub/Tech, Type (Type of Sub/Tech), Category, State, Open Rating, Closed Rating and Insurance (Liability Ins. Expired, Workers Comp. Expired, Auto Ins. Expired, Contractors License Expired, or Any Expired).

**For Sub/Tech Detail**  
Sub/Tech Status:  Active  Inactive  Include All

Sub/Tech: <To Be Determined>  
Cleaning Truck #1 (Ivan/Rosa)  
Cleaning Truck #2  
Cordal Hamilton

Type:



Category: Animal Damage  
APP-Appliances  
CAB-Cabinets  
Carpet Cleaning

State:

Open Rating:

Closed Rating:

Insurance:  Liability Ins. Expired  
 Workers Comp. Expired  
 Auto Ins. Expired  
 Contractors License Expired  
 Any Expired



## Data Export

Sub/Techs, Companies, Jobs and Work Orders

### Sample of the Sub/Tech Data Export

ven_Status	ven_VendorName	ven_DBA	ven_Address1	ven_CityStateZip	ven_FullAddress	ven_Email
Active	BAYWOOD DEVELOPMENT GROUP INC		160 NEWPORT CENTER DRIVE #155	NEWPORT BEACH, CA 92660	160 NEWPORT CENTER DRIVE #155, NEWPORT BEACH, CA 92660	dan@servicesoftwareinc.com
Active	Cleaning Truck #1		2890 PIO PICO	CARLSBAD, CA 92008	2890 PIO PICO, FAX# 760 434-4817, CARLSBAD, CA 92008	dan@servicesoftwareinc.com
Active	Cleaning Truck #2		9605 KEARNEY VILLA ROAD	SAN DIEGO, CA 92111	9605 KEARNEY VILLA ROAD, JEANINE FLEUR EXTENSION 16, SAN DIEGO, CA 92111	dan@servicesoftwareinc.com
Active	CH Cordal Hamilton					dawn@servicesoftwareinc.com
Active	Crew 1 (Mary, Jill & Dylan)			FL	FL	dawn@servicesoftwareinc.com
Active	Crider Debris Disposal		55 Dial Avenue	West Frankfort, IL 62896	55 Dial Avenue, West Frankfort, IL 62896	criderdd@email.com
Active	Daniels Construction					
Active	234234 Dannys Drywall	Dannys	123 Main Street	Denver, CO 80127	123 Main Street, Denver, CO 80127	dan@servicesoftwareinc.com
Active	001444 Dave Smith		12 Western St	Rockville, MD 08989	12 Western St, Rockville, MD 08989	dan@servicesoftwareinc.com
Active	Dawn Bryant					dawn@servicesoftwareinc.com
Active	Fixup Plumbing	Fixup Plumbing	123 Water Way	Demer, CO	123 Water Way, Denver, CO	
Active	GREG AGEЕ CONSTRUCTION CO., INC		130 S. CEDROS AVENUE	SOLANA BEACH, CA 92075	130 S. CEDROS AVENUE, SUITE 200, SOLANA BEACH, CA 92075	dan@servicesoftwareinc.com
Active	Open Holding - Appointment					
Active	J.B. CONSTRUCTION		1114 VISTA BONITA DRIVE	VISTA, CA 92083	1114 VISTA BONITA DRIVE, VISTA, CA 92083	dan@servicesoftwareinc.com
Active	Jager Professional Services		125 Westbrook Road	Essex, CT 06426	125 Westbrook Road, Essex, CT 06426	dan@servicesoftwareinc.com
Active	DRY2123 Jakes Drywall	Jakes Drywall	12 Western Union	Los Angeles, CA 98923	12 Western Union, Los Angeles, CA 98923	gregd@servicesoftwareinc.com
Active	John Michaels Siding					
Active	John Roos John Roosa Electric		1234 Volt	Huntington Beach, CA	1234 Volt, Huntington Beach, CA	dan@servicesoftwareinc.com
Active	Johnny HVAC	Johnny HVAC	555	Ontario, WA 98555	555, Corner Lot Dr., Ontario, WA 98555	johns@servicesoftwareinc.com
Active	MARK GADDIS		P.O. BOX 3282	EL CENTRO, CA 92244	P.O. BOX 3282, EL CENTRO, CA 92244	dan@servicesoftwareinc.com
Active	Matt Doerfler					
Active	MULVEY CUSTOM BUILDERS		PO BOX 8606	RANCHO SANTA FE, CA 92067	PO BOX 8606, RANCHO SANTA FE, CA 92067	dan@servicesoftwareinc.com
Active	NEW POINTE COMMUNITIES INC		7825 HIGHLANDS VILLAGE PL #507	SAN DIEGO, CA 92129	7825 HIGHLANDS VILLAGE PL #507, SAN DIEGO, CA 92129	dan@servicesoftwareinc.com
Active	Oswaldo Roman					
Active	OWNER BUILDER		USE OWNERS ADDRESS	0	USE OWNERS ADDRESS, 0	
Active	Penn Paper & Supply		111 Penn Ave	Scranton, PA 18505	111 Penn Ave, Scranton, PA 18505	dan@servicesoftwareinc.com
Active	Reseved - Carpet Cleaning					
Active	RGB GROUP		2602 STATE STREET	Indianapolis, IN 4095	Indianapolis, IN 4095	dan@servicesoftwareinc.com
Active	RM Employee			SAN DIEGO, CA 92103	2602 STATE STREET, SAN DIEGO, CA 92103	dan@servicesoftwareinc.com
Active	Ron Oleski	Oleski Electric	1234 Lincoln Ave	Dickson City, PA 18456	1234 Lincoln Ave, Dickson City, PA 18456	Johns@servicesoftwareinc.com
Active	SCH8485 Schiller Inc		8485 19th	Newport Beach, CA 92658	8485 19th, Newport Beach, CA 92658	dan@servicesoftwareinc.com
Active	SHARRATT CONSTRUCTION, INC.		P O BOX 675106	RANCHO SANTA FE, CA 92067	P O BOX 675106, RANCHO SANTA FE, CA 92067	dan@servicesoftwareinc.com
Active	Smith Electrical		123 Any Street	Worcester, MA 01610	123 Any Street, Worcester, MA 01610	dan@servicesoftwareinc.com
Active	Steve Tessier					
Active	Stucco & Stone Ltd.		2365 Wall St	Boulder, CO 81478	2365 Wall St, Boulder, CO 81478	
Active	THE JACKMAN GROUP		1001 B AVENUE	CORONADO, CA 92118	1001 B AVENUE, SUITE 308, CORONADO, CA 92118	dan@servicesoftwareinc.com
Active	TF Thomas Furnato					
Active	Union Carpet Company		50 main st	Fayetteville, NC 52356	50 main st, Fayetteville, NC 52356	dan@servicesoftwareinc.com

### Company Export Filters:

Company Status (Active, Inactive or Include All) and Company.

#### For Company Detail

Company Status:  Active  Inactive  Include All

Company:



Export

### Sample of the Company Data Export

proj_Desc	proj_Status	proj_Address1	proj_Address2	proj_CityStateZip	proj_County	proj_Code
21st Century	Active			FL		
AAA Insurance	Active			IL 62836		
AAA/Naperville	Active			IN		
ABC Insurance Company	Active	123 Pleasant Ave		Boulder, CO 10101		
ABC Plumbing	Active			FL		Plumbing & Electrical
ABCD Insurance	Active	123 Dansville st		Castle Rock, MI		
ACCU, Inc	Active	2140 S. Holly St.		Denver, CO 80222		
Acme Debris Disposal	Active	123 Maple Street		Woburn, MA 01801		
AFTER HOURS	Active			FL		
AJ Paris Cabinetry	Active	12345 Sweet Gum Road	Suite 3000	Thompsonville, IL 62890	Franklin	
Akin Plumbing Company	Active	876 Blayne Drive		Akin, IL 62890	Franklin	
Alacrity	Active			CO		Alacrity
Albatrose Insurance	Active	43 Chatfield Avenue		Littleton, CO 80127		Albatrose
All Time Insurance	Active			IA		
Allstate	Active	1223 Main Street		Malvern, PA 11111		Allstate



## Data Export

Sub/Techs, Companies, Jobs and Work Orders

### Job Export Filters:

Company, Job Status (Active, Inactive or Include All), Address, Claim #, Street and Sub/Tech (Assigned to Work Order, Assigned to Company or Assigned to Job).

#### For Job Detail

Company:

Job Status:  Active  Inactive  Include All

Address:



Claim #:

Claim # Range:  to:

Address 1:

Sub/Tech:

Assigned To WOs  
 Assigned To Company  
 Assigned To Job

### Sample of the Jobs Data Export

PC_LastName	PC_FullName	PC_Initials	PC_Address1	PC_CityStateZip	PC_Email	PC_JOB_Contact_Phone1
Trinity Lutheran Church	Trinity Lutheran Church		2700 E Fulton	Grand Rapids, MI 49546		(616) 805-5103 Ext.
Whispering Way	Whispering Way		6140 28th St SE	Grand Rapids, MI 49546		(616) 805-5103 Ext.
Prestige Place	Prestige Place		6140 28th St SE	Grand Rapids, MI 49546		(616) 805-5103 Ext.
Whispering Lakes	Whispering Lakes		6140 28th St SE	Grand Rapids, MI 49546		(616) 805-5103 Ext.
Shiloh Condo	Shiloh Condo		124 9th 1st Street, Unit 1	Jax Beach, FL 32250		(904) 222-5544 Ext.
Wonderful	Jack Wonderful		21 Wonder Drive	Jax Beach, FL 32250	dawn@servicesoftwareinc.com	(904) 111-2222 Ext.
US Bank # 169F	US Bank # 169F		1045 South 1st Street	Jacksonville Beach, FL 32250		(904) 221-8877 Ext.
Caldwell	Jenn Caldwell		21 Wonder Drive	Jax Beach, FL 32250	dawn@servicesoftwareinc.com	(904) 111-2222 Ext.
Designer Desserts	Designer Desserts		Atten: MiMi Pinkney (Owner)	Jax Beach, FL 32250	dawn@servicesoftwareinc.com	(904) 444-7788 Ext.
Wonderful	Jack Wonderful		21 Wonder Drive	Jax Beach, FL 32250	dawn@servicesoftwareinc.com	(904) 111-2222 Ext.
On-Call Employees	On-Call Employees		401 SE 1st Street	Jax Beach, FL 32250		() - Ext.
Bryant	George Bryant		401 SE 1st Street	Jax Beach, FL 32250	email@email.com	(303) 800-5182 Ext.
Zee	Mia Zee		658 68 W 1 st	Jax Beach, FL 32250		(904) 111-1111 Ext.
Bernie	Shane Bernie		582 Beach Blvd	Jax Beach, FL 32250	dawn@servicesoftwareinc.com	(904) 111-2222 Ext.
US Bank # 169F	US Bank # 169F		1045 South 1st Street	Jacksonville Beach, FL 32250		(904) 221-8877 Ext.
Jackson	Joey Jackson		123 Seringa	Jax Beach, FL 32250		(904) 222-5555 Ext.
123 Sangria	123 Sangria		Mia Jones PO Box 2369	Jacksonville, FL 32250	dawn@servicesoftwareinc.com	(904) 258-9693 Ext.



## Data Export

Sub/Techs, Companies, Jobs and Work Orders

### Work Order Export Filters:

Company, Address, Claim #, Street, Sub/Tech, WO Number, Status (Open, Closed, Include All), Emergency (Yes, No, Include All), Date (Date Received, Date Due, Date Site Inspected, Schedule Work or Date Closed), and Data Fields (Normal or Expanded).

For Losses, WOs, Job Detail, Job Contacts, Sub/Tech Detail & Sub/Tech Contact

Company: Choose Companies...

Address: 123 SE Westend Blvd., Jax Beach, FL 32250  
124 9th 1st Street, Unit 125, Jax Beach, FL 32250  
12450 North Meridian Street, Carmel, IN 46032  
1400 Route 6, Jax Beach, FL 32250

Claim #: 005662742-010 - Travelers  
005662742-010 - Travelers  
123458-MET - MetLife  
123458-MET - Dawn's Rockin' Agency

Claim # Range: [ ] To: [ ]

Address 1: 123 SE Westend Blvd.  
124 9th 1st Street, Unit 125  
12450 North Meridian Street  
1400 Route 6

Sub/Tech: <To Be Determined>  
Cleaning Truck #1 (Ivan/Rosa)  
Cleaning Truck #2  
Cordal Hamilton

WO Number: [ ]

Status:  Open  Closed  Include All

EMERGENCY:  Yes  No  Include All

Date: Date Received [ ] Clear to [ ] Clear

Data Fields:  Normal  Expanded

Export

### Sample of the Work Orders Data Export

Item	ItemNumber	Item_Area	Item_Category	Item_SubCategory	Item_Service	Item_Request_Service
RM2067-011	Multiple Rooms	DRY-Drywall	Wall			Excess compound \$2000.00
RM2111-001	Bath - Main	PLM-Plumbing	Shower			Determining the cause of loss.
RM2111-002	Bath - Main	DRY-Drywall	Wall			See scope!
RM2111-003	Multiple Rooms	Demolition				Demo the floor in the Dining Room & Master Bedroom. Take room measurements, and all the other things you need to get done.... Just do it!
1001-001	Throughout	Carpet Cleaning				Carpet Cleaning - Unit 1501-A (\$2500)
1001-002	Throughout	Carpet Cleaning	Carpet			Carpet Cleaning - Unit 101-B (\$1500)
1001-003	Multiple Rooms	ELE-Electrical	Fixtures			Broken, please replace
1005-001		To Be Determined				Roof/exterior Remove Wood shakes - heavy hand split [Quantity: 0.33 SQ. Hours: ] Wood shakes - heavy hand split [Quantity: 0.35 SQ. Hours: ]
1005-002		To Be Determined				Roof/exterior Painter - per hour match body and trim color and paint various areas that have been repaired/replaced. [Quantity: 4.00 HR, Hours: ]
1005-003		To Be Determined				Attic R&R Blown-in insulation - 14" depth - R38 [Quantity: 892.14 SF, Hours: ] R&R Ductwork - flexible - insulated - 6" round [Quantity: 85.00 LF
1005-004		To Be Determined				Miscellaneous With the amount of rodent damage to the flexible duct, a system clean is recommended. Clean ductwork - Interior (PER REGISTE
1005-005		To Be Determined				Attic R&R 110 volt wiring (12/2 copper conductor with ground) [Quantity: 31.00 LF, Hours: ] R&R 220 volt copper wiring (10/3 with ground) [Quan
1007-001	Multiple Rooms	EQU-Equipment	Equipment Setup	Setup Equipment		Setup Equipment
RM2010-015	Dining Room	PNT-Painting				Paint the Dining Room - Teal!
RM2010-016	Dining Room	PNT-Painting				Paint the Family Room - Ocean blue!