



## Samples - Reported by

The administrator of the application can add or Edit Reported By descriptions in Restoration Manager by going to Settings→ System Setup→ Settings→ Other Settings, Reported By

Note: Reported by appears within the Header of the Job. Reported By also populates in the following reports Preliminary Report and Job Detail.

Reported By Sample Descriptions
1800 Board-up
Adjuster
Answering Service
Emergency Dispatch
Employee
Fire Department
Friend or Relative
Insurance Company
Neighbor
Other
Other Service or Business
Plumber
Police Department
Preferred Program
Property Manager
Subcontractor
Tenant

### Job Detail Header:

Job - Cause of Loss: Fire

Job #: 19-114RCON

Job Progress Customer  
Contacted

Loss Type: Reconstruction



Tommy Pickles, Owner 303-800-5182 - Cell  
3041 Dalry Drive, Jacksonville, FL 32246

Tasks: 2 Incomplete: 0 Due Today: 0 Overdue: 0 Future: 0 +  
 Documents: 2  
 Correspondence: 3 +  
 WOs: 0 Open: 0 Due Today: 0 Overdue: 0 Review: 0 Repair: 0  
 Equipment: Out: 0 Returned: Total: 0

Reported By	Customer
Referred By	Advertising
Source of Referral	Website (Other Referral Sources)



## Samples - Reported by

### Preliminary Report:

RM Restoration  
 7991 Shaffer Parkway, Suite 300  
 Jax Beach, FL 32250  
 Office: (303) 800-5182 | Fax: (866) 413-0928

### Preliminary Report Reconstruction

02/02/2019

#### Job #: 19-114RCON

**Project Mgr:** Project Manager 303-800-1111 - Cell  
**Estimator:** Dawn Bryant (303) 987-6543 - Cell (866) 954-2365 - Fax  
**Lead Tech:** Lead Tech **Marketing Rep:** Sales Rep

**Company:** Nationwide Insurance  
**Contact:**  
**Billing/Policy Holder:** Tommy Pickles  
**Billing Contact:** Tommy Pickles  
**Address:** 3041 Dalry Drive, Jacksonville, FL 32246  
**Phone:** 303-800-5182 - Cell

**Job - Cause of Loss:** Fire  
**Job Contact Information:** Tommy Pickles (Primary) 303-800-5182 - Cell

**Job Address:** 3041 Dalry Drive, Jacksonville, FL 32246  
 Claim #:  
 Deductible: 1500.00 Policy Info: Loan #:  
 Lockbox Code: 4578914 Gate/Gar. Code: Other Info: NA

**Job Notes:**  
**Additional Contacts**  
 Reported By: Customer  
 Referred By: Advertising  
 Source of Referral: Website - Other Referral Sources

### Job Detail Report:

RM Restoration  
 7991 Shaffer Parkway, Suite 300  
 Jax Beach, FL 32250  
 Office: (303) 800-5182 | Fax: (866) 413-0928

#### Job Detail - For Date Received between 01/01/2019 and 12/31/2019

02/02/2019

<b>Job Progress</b>	Customer Contacted	<b>Status</b> Active	<b>Red Flag</b>
<b>Job #</b>	19-114RCON		
<b>Type of Loss</b>	Reconstruction		
<b>Loss Details</b>			
<b>Date Received</b>	03/21/2019		
<b>Work Start Date</b>		<b>Project Mgr</b> Project Manager	<b>Estimator</b> Dawn Bryant <b>Lead Tech</b> Lead Tech
<b>Job Completed</b>		<b>Date Closed</b>	<b>Reason for Closing</b> Not contacting us back after multiple attempts
<b>Accounting</b>		<b>Additional Contacts</b>	<b>Billing Contact</b>
<b>Estimate</b>	\$0.00	<b>Reported by</b> Customer	<b>Contact</b> Tommy Pickles
<b>Budget</b>		<b>Referred by</b> Advertising	<b>Address</b> 3041 Dalry Drive
<b>Actual</b>	\$0.00	<b>Source of Referral</b> Website	3041 Dalry Drive
<b>Invoiced</b>		<b>Other Referral Sources</b>	Jacksonville, FL 32246
<b>Collected</b>		<b>Adjuster</b>	<b>Phone 1</b> 303-800-5182
<b>Unpaid</b>			<b>Phone 2</b> 303-800-5182
<b>Gross Profit %</b>		<b>Agent</b>	<b>Phone 3</b>
<b>Over/Under Budget</b>			<b>Email</b>