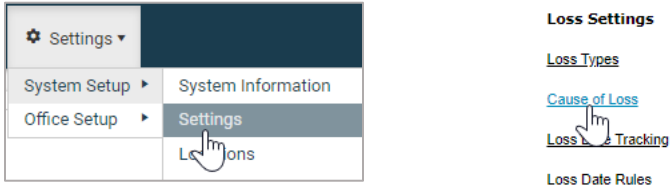


## Cause of Loss - Setup

The Admin can setup Cause of Loss descriptions by going to Settings → System Setup → Settings → Loss Settings, Cause of Loss



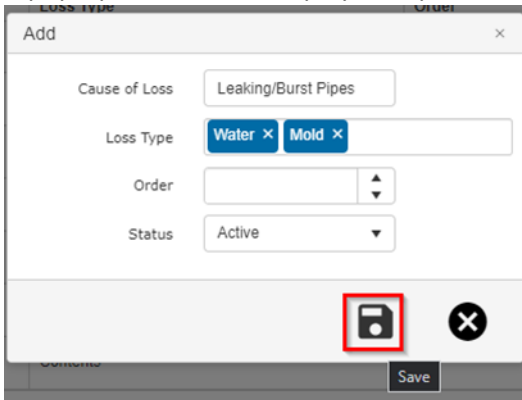
Click the Add icon to add Cause of Loss description.

**Cause of Loss** +

Cause of Loss	Loss Type	Order	Status		Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Electrical Malfunction	Fire	0	Active		
Puff Back	Fire	0	Active		
Repair/Water	Reconstruction	0	Active		
Sewer Back-up	Water	0	Active		
Soot	Contents	0	Active		

Page 1 of 1 1 - 5 of 5 items

A pop-up window will display, complete the following steps.



The 'Add' pop-up window contains the following fields:

- Cause of Loss:
- Loss Type:
- Order:
- Status:

At the bottom right, there is a **Save** button and a close icon (X). A red box highlights the Save button.




1. Add the Cause of Loss description  
*Note: Character limitation is 120 characters*
2. Apply the applicable Loss Type(s)
3. Add an Order number (if applicable)
4. Click Save

Proceed with steps 1-4 until all Cause of Loss descriptions have been entered.

## Cause of Loss - Setup

Click the pencil to edit or inactivate an existing Cause of Loss description.

**Cause of Loss** +

Cause of Loss	Loss Type	Order	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Electrical Malfunction	Fire	0	Active	 
Leaking/Burst Pipes	Water, Mold	0	Active	 <b>Edit</b>

The Cause of Loss can be added from the Lead Entry page, also within the Job Snapshot.

### Lead Entry Page

**Loss**

Loss Type:

Cause of Loss:

Loss Details:

Create WO

- Leaking/Burst Pipes
- Sewer Back-up

### Job → Job Snapshot

**Job Snapshot** ×

**Job Profitability and Accounting**

Average Age: 32.0

Estimate: \$41,727.81

Budget: \$582.92

Total Costs: \$0.00

Gross Profit: \$41,727.81

**Estimator and Sales**

Losses: 1042

Date of Loss: 01/14/2020 3:50 PM

Date Received: 02/25/2020 12:00 PM

Customer Contacted: 02/25/2020 12:00 PM

Site Inspection Appt: 03/02/2020 8:00 AM

End: 03/02/2020 10:00 AM

**Production and Accounting**

Loss Type:

Cause of Loss:

Target Start Date:

Target Completion:

Job Started:

End: 06/05/2020 4:00 PM


Example of Cause of Loss added to a Job.

**Job Name:** Tommy Pickles    **Job #:** 20-0501-F    **Job Progress** In Production    **Loss Type:** Fire

**Linked Jobs:**

**Cause of Loss:** Electrical Malfunction

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