

FLOOD ACTIVITY LOGS NOW REQUIRED

A communications log report is now required to be uploaded with the preliminary report and within every 14 days as a status report until the file is closed and then the complete log is to be submitted with the final report. They are also required on all RAP status reports and closing.

Creating Activity Logs in CMS

Each occurrence of communication with the insured is to be logged in CMS via notes.



Click on the **Note Icon** to open system notes

Add Note

Click **"Add Note"**

Check the **"Activity?"** check box and choose **"Communication"** as the Classification

Page: **Add System Notes**
User: **Melissa Findley - Administrator**
Date:
Hours / Miles: HRS ☒ Activity? Classification: **Communication**
Canned Comments:
Notes:

Spoke with insured and set up an inspection for 5-7 at 10am

Attach File:
☐ Notify Adjuster? ☐ Notify Staff Adjuster? ☐ Notify Examiner?
CC (Email):

Administrative Strategies reserves the right to review all time and expense entries in the file to insure that charges are reasonable and necessary and that those charges are appropriate for the carrier and meet the carriers billing requirements. Any entries in the file that are deemed **excessive** or **inappropriate** and do not meet the billing criteria per the carrier guidelines, may require contact with the field adjuster to discuss the time and expense billing issue. The time and expense issues that are identified as excessive may be adjusted accordingly.

Type in the details of the communication and click **"Add Notes"**

To view the Activity Log click on **"Activity Log"** at the bottom of system notes

Activity Log

The Activity Log will open in a new window and will have an option to save

Once saved it can then be uploaded as a status report or added to the Final Report or Prelim



Activity Log		
Admin Strat #:	6663339991	Claim #:
Insured:	ROSS MCCLAIN	Date of Loss:
Adjuster:	Ross E. McClain	Carrier:
Communication		
Date	Comments	Total
5/6/2020 8:51:10 AM	Test activity note	0
5/6/2020 9:28:20 AM	Spoke with insured and set up an inspection for 5-7 at 10am	0
Hours:	0	
Drive Time:	0	
RC Time:	0	
Miles:	0	
Photos:	0	
Expenses:	0	
Communication	0	



Clicking the **"Attach Log To Files"** button will add a copy of the Activity log to Adjuster File History.

Attach Log To Files

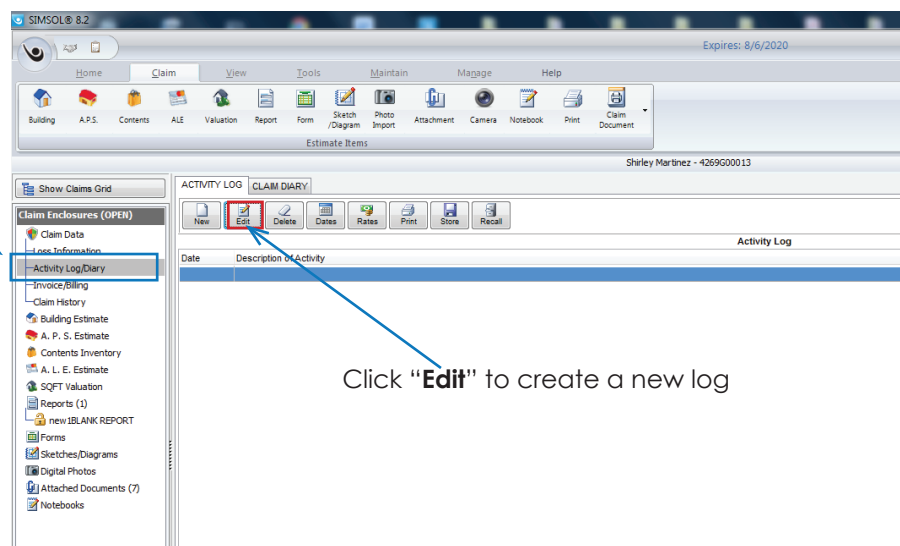
It can be found under **Additional Files**, click the link to open the PDF Document

Additional Files

File Name	Type	Date	Description
<input type="checkbox"/> Activity Log-76563.pdf	Additional Files	5/7/2020 9:39:00 AM	Activity Log

Creating Activity Logs in Simsol

Go to Activity Log/Diary

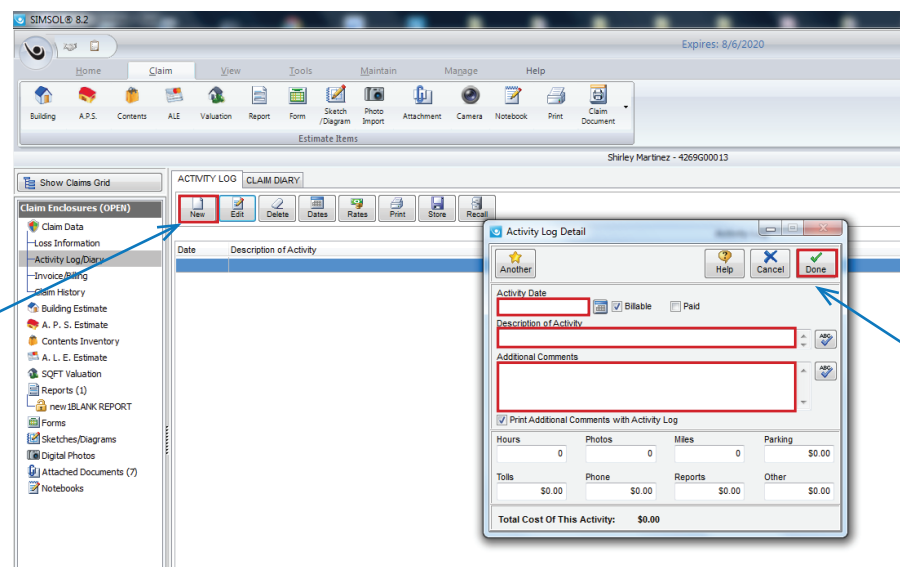


Click "Edit" to create a new log

Enter in the details and click "Done"

When ready to add to the log click "New"

Repeat the process to add additional log entries



Creating Activity Logs in Xact

TEST
Grand Total: \$8,968.48
[View Summary](#)

Claim Info | [Insured Info](#) | [Coverage/Loss](#) | [Parameters](#)

We will fill out the insured info, all of your dates, and the proceed to the **DOCUMENTS TAB**.

This is where we will find out **ACTIVITY REPORT**.

Info

Name: Phone: Home ☒ Primary
Address: Street: City/St/Zip:
Country: USA ☒ Primary
Latitude: 0.000000 Longitude: 0.000000

Dates (Eastern Daylight Time)

Date of Loss: Date Entered: 08/22/2019 02:52 PM
Date Received: Date Contacted:
Date Inspected: ☐ Inspection Not Performed

Personnel

Claim Rep: Reference:
Estimator: Contractor:
Agency: Claimant:
Mortgagees: None ☐ Loan Number: Add
Loss Payees: None ☐ Loan Number: Add

TEST
Grand Total: \$8,968.48
[View Summary](#)

Report Management | [Unsaved changes](#)

Reports

- Claim Reports
 - Billing Sheet
 - Replacement Cost Report
- Flood Forms
 - Flood Form Administration
 - Advance Payment Request
 - Final Report
 - Preliminary Report
 - Proof of Loss Report
 - Activity Report**

Loss Recap

	Replacement Cost Loss	Recoverable Depreciation	Non-Recoverable Depreciation	ACV Loss	Deductible Applied	Insur. Carried Reg. %	ACV Claim	Potential Sub-Claim	RC Claim	RCV	Valuation	ACV
Building	\$8,968.48	\$0.00	\$0.00	\$8,968.48	\$1,000.00	100%	\$8,968.48	\$0.00	\$8,968.48	\$0.00	\$0.00	\$0.00
Property Protected - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Removed - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Detached Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personal Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Activity Report

Process	Activity	Due	Completed	Description	<input type="button" value="New"/>
Contacts w/Insured	First Call	5/7/2020	5/7/2020	First call to insured	<input type="button" value="Edit"/>
					<input type="button" value="Delete"/>
					<input type="button" value="Cancel"/>
					<input type="button" value="Import"/>

Process: Activity:
Due: Completed:
Description:

TEST
Grand Total: \$8,968.48
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Property Protected - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Removed - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Detached Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personal Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Activity Report

Process	Activity	Due	Completed	Description	<input type="button" value="Save"/>
Contacts w/Insured	First Call				<input type="button" value="Edit"/>
					<input type="button" value="Delete"/>
					<input type="button" value="Cancel"/>
					<input type="button" value="Import"/>

Process: Activity:
Due: Completed:
Description:

Insured : Jim Gardner
Property Address : 123 River Rd , Littleton, NC 27850
Mailing Address :
Insured Tel. No. : (252) 532-0885

Policy No. :
Date of Loss : 5/4/2020
Catastrophe No. :
Adj. File No. :
Loss Amount: \$9,968.48

Referral Date

Date Insured Contacted: 5/7/2020

Date Loss Inspected: 5/7/2020

Activity Report

Activity

Due:

Not Completed

Description: _____

Activity First Call

Due: 5/7/2020

Completed: 5/7/2020

Description: First call to Insured

We made our initial contact call to insured to set up our appointment for inspection.

Totals for completed activities

Total Hours: 0.00

Total Expenses: 0.00

Total Travel: 0.00