

BLUEBOOK®

Repair **BASE**™

RepairBASE - Bluebook's Centralized Valuation Approach for Repairs

BLUEBOOK *it*™

BLUEBOOK
CVA

Welcome to the Next Generation RepairBASE

The new RepairBASE is built upon the Bluebook Centralized Valuation Approach platform taking advantage of new technologies and features not found in the previous version. This document will take you from log in to order completion explaining every step of the way.

Logging In

The Bluebook CVA is a web-based application accessible from computers and most major tablet devices.

BLUEBOOK INTERNATIONAL Log in

BLUEBOOK CVA

Bluebook Centralized Valuation Approach (CVA)
The Bluebook CVA is a comprehensive, streamlined way to create valuation reports of all types for residential properties. Know your property... Bluebook it.

3 Bedrooms 2 1 Baths
1,825 sq Living Area
Double Pane - Energy Efficient
Market Conditions
Market Price
\$215,000
Estimated Market As Is

User name Password

[Forgot Password?](#)

User Dashboard - Mission Control for all Orders

After log in, you come to your order dashboard. Here you can many things from creating a new order, using the interactive map, opening an order and more. Below are some features and explanations of what you'll find on the dashboard.

1. **View order information:** Each order row contains sortable columns with information about your order.
2. **Open an order:** Clicking on the ID# column for an order will open that order
3. **Interactive map:** Preview the property location on the interactive map by clicking on the address
4. **Access your profile:** Your profile information is used in your reports so keeping it updated is important.
5. **Create an order:** This will take you to the order creation page. This is where you start all orders.
6. **Add/Invite/Manage Users (Permission Based):** For admins, this is where you manage your user base.

WELCOME CVADEMO

CVA Tip: Double-Clicking on a question label in the CVA will open up a help description for that field.

ORDER ACTIONS

- Create A New Order

USER ACTIONS

- Assign Order
- Add Users
- Invite User
- Manage Users

ID# (click to ...)	ID Type	Assignment	Type	Property Address (click for map)	Organization	Order Date	Due Date	Last Updated	Status
12572	Bluebook	Current User		2351 Silk Tree Tustin CA 9278	Bluebook	6/3/2014	6/10/2014	6/30/2014	Claimed

Total Orders: 3 New Orders: 1 Orders in Progress: 0 Orders To Review: 0 Orders Reviewed: 0

Help Logged in as cvademo Log off

Power User Tips!

- You can change the size of the interactive map and dashboard by clicking and dragging the bar left or right. The bar will highlight blue on hover indicating it can be moved
- To access map options (zoom, street names) click the menu icon to hide the menu. The icon bar will highlight blue on hover indicating it can be toggled opened / closed

Showing all 1 rows

Starting a New Repair Estimate

To create a new repair estimate, click on the "Create A New Order" link in your dashboard menu.

1. Select order type "Repair Estimate"
2. Enter your reference number for that estimate
3. Complete the address information paying close attention to accuracy
4. Agree to the terms and conditions by clicking the checkbox (if applicable)
5. Click the "Create Order" button

[Return to Dashboard](#)

Create Your Order Below

Complete the fields below to create an order. Please make sure the information provided for the address is free of errors.

ORDER DETAILS					
Order Type	Reference Id				
Repair Estimate ▼	<input type="text"/>				
PROPERTY ADDRESS					
PropertyType	Address	Address Line 2	City	State	Zip
Single Family De ▼	123 Main	<input type="text"/>	Lake Forest	California ▼	92630

I have read and agree to Bluebook's Terms and Conditions

Create Order

Verify/Confirm Property Characteristics

The property characteristics page will show. Based on the property, some of the fields will have information automatically entered for you to confirm. These questions will help the system better estimate your measurements when creating your estimate. Confirm or enter the fields and click "Continue" to proceed to the estimate.



[Return to Dashboard](#)

Confirm Property Characteristics

Please confirm/complete the property characteristics below and click continue.

PROPERTY ADDRESS / TYPE

Property Type	Subject Property Address Line 1	Subject Property Address Line 2	City	State	ZIP Code
Single Family De ▾	123 Main		Lake Forest	California ▾	92630

Map data ©2014 Google Imagery ©2014, DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency | [Terms of Use](#) | [Report a map error](#)

PROPERTY CHARACTERISTICS

Bedrooms	Full Baths	Half Baths	Stories	Year Built
4	3	0	2 ▾	1973
Total Living Area	Structure Quality	Site (Lot Size in Sq Ft)	Basement Size SF	Attached Garages: # Cars
2250	Q4 - Builder ▾	3250	0	N/A ▾
Built-In Garages: # Cars	Roof Pitch?	Structure Condition		
2 cars ▾	Moderate ▾	C3 - Good ▾		

Continue

Working Estimate (Main) Screen

After confirming the property characteristics, you come to your main working estimate screen. Here you will add areas, add repairs, add photos (optional) and view / run reports. You are given one area by default, the entire house. All repairs added here will have estimated measurements pertaining to the entire house. To get individual room measurements, add the area and then add the repair in that area.

1. Add Room or Area:

Adding a repair in it's area will help you take advantage of the system estimating floor and ceiling measurements for you.

2. Add Repair to Specific Area:

Clicking "Add Repairs" link will open the repair window and the repair will be added for that area. All estimated measurements reflect the area selected for repair.

3. View Reports:

At any time you can create a PDF or view the html version of your estimate report.

BLUEBOOK INTERNATIONAL Order# 7889 Address: 123 Main Lake Forest CA 92630 Repair Total: \$0

[Exit Estimate](#)

[Help](#)

123 Main Lake Forest CA 92630

Beds: 4 Baths: 3 Half Baths: 0 Living Area: 2250 SF Stories: 2 Year Built: 1973 Structure Quality: Builder

123 Main Lake Forest CA	
Entire House	1 Add Room or Area
2 Add Repairs	

Repair Total: **\$0** **3** [Preview Estimate](#) [Generate PDF Report](#) [Close Estimate](#)

Adding an Area

Adding an area is a great way to organize and take advantage of the system's estimated measurements capability. Your reports will look more professional, give more information to the location of the repairs and be more accurate in it's measurements. To add an area do the following:

1. Click the "Add Room or Area" link

The screen will go dark and the add area window will open

2. Select the Area to Add

From the list presented, select the area you want to add and click the "Select This Area" button to continue

3. Answer the General Questions

Answer the simple, general questions provided and click the "Create This Area" button

The image displays two sequential screenshots of the 'Add unit area' interface. The top screenshot shows a list of room types under the heading 'Please Select an Area'. The 'Bedroom' option is highlighted with a blue bar and a red circle containing the number '2'. An orange arrow points from this '2' to the 'Select This Area' button on the right. The bottom screenshot shows the 'General Bedroom' form with three dropdown menus: 'Bedroom Size' set to 'Average' (with a red circle containing '3'), 'Ceiling Height' set to 'Standard Height', and 'Master Bedroom' set to 'No'. An orange arrow points from the '3' to the 'Create This Area' button on the right. Both screenshots include a 'cancel' button with an 'X' icon in the top right corner.

New Area Added

The add area window closes and the screen will automatically refresh and show you your new area. You now can repairs to that specific area and also delete that area. Note: Deleting an area will delete all repair items and photos for that area.



Order# 7889 Address: 123 Main Lake Forest CA 92630 Repair Total: \$0

[Exit Estimate](#)

[Help](#)

123 Main Lake Forest CA 92630

Beds: 4 Baths: 3 Half Baths: 0 Living Area: 2250 SF Stories: 2 Year Built: 1973 Structure Quality: **Builder**

123 Main Lake Forest CA	
Add Room or Area	
Entire House	Add Repairs
▼	
Bedroom	Add Repairs Delete This Area
▼	

Repair Total: **\$0**

[Preview Estimate](#)

[Generate PDF Report](#)

[Close Estimate](#)

Adding a Repair | Step One: Search

Clicking the “Add Repairs” link for a specific area will open the repair window. Here you will search for repairs, identify quantities and add comments or flags (if applicable). You can add multiple repair items before closing the window. We’ll show you how. The first screen after clicking the link will be the search page below.

You have 2 options to in which to search. The default option is to filter down from Category to Action to find your line item. Clicking in any box will filter the next set of boxes for that choice. The second option is to use the keyword search where you can filter multiple columns by keyword to find your line item. Use the link in the lower left to switch your search option.

Once you find the line item, select it and click “Select Item”. You can also add a Manual Entry by selecting the Other - Manual Entry line item found at the bottom of the action detail select box in the Filtered Search.

Filter Search (Default) cancel ✕

SEARCH REPAIRS > CONFIRM MEASUREMENTS > ADDITIONAL REPAIRS/CLOSE

1. Category
Cabinets & Shelves
Carpet & Structure Drying
Cleaning - Exterior
Cleaning - Interior
Counter Tops
Doors
Extermination
Fireplaces & Chimneys
Flooring

2. Sub Category
Carpet
Vinyl
Hardwood
Laminate
Tile - Natural Stone
Tile - Ceramic
Indoor/Outdoor
Concrete
Baseboards

3. Perform Action
Clean
General Items
Remove
Replace

4. Select Action Detail
Replace Carpet and Padding - FHA Grade - Economy
Replace Carpet and Padding - 36 oz. - Good
Replace Carpet and Padding - 48 oz. - Better
Replace Carpet and Padding - 55 oz. - Best
Replace Carpet and Padding - 100% Recycled - Eco Friendly/Green
Replace Carpet and Padding On Stairs to 3' Wide - Economy
Replace Carpet and Padding On Stairs to 3' Wide - Good
Replace Carpet and Padding On Stairs to 3' Wide - Better
Replace Carpet and Padding On Stairs to 3' Wide - Best
Other - Manual Entry

Keyword Search cancel ✕

SEARCH REPAIRS > CONFIRM MEASUREMENTS > ADDITIONAL REPAIRS/CLOSE

Item Code	Category	Sub Category	Action	Repair Item Desc
		Carpet		Replace
15612	Flooring	Carpet	Replace	Replace Carpet and Padding - FHA Grade - Economy
15613	Flooring	Carpet	Replace	Replace Carpet and Padding - 36 oz. - Good
15614	Flooring	Carpet	Replace	Replace Carpet and Padding - 48 oz. - Better
15615	Flooring	Carpet	Replace	Replace Carpet and Padding - 55 oz. - Best
15617	Flooring	Carpet	Replace	Replace Carpet and Padding On Stairs to 3' Wide - Economy
15618	Flooring	Carpet	Replace	Replace Carpet and Padding On Stairs to 3' Wide - Good
15619	Flooring	Carpet	Replace	Replace Carpet and Padding On Stairs to 3' Wide - Better
15620	Flooring	Carpet	Replace	Replace Carpet and Padding On Stairs to 3' Wide - Best
17908	Flooring	Carpet	Replace	Replace Carpet and Padding - 100% Recycled - Eco Friendly/Green

Use Keyword Search

Switch Search View

Use Filtered Search

Select Item

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Adding a Repair | Step Two: Define Quantity and Measurements

Once you have selected your item you will come to the measurements screen. Here you will confirm the quantity or adjust the parameters to get the accurate estimated price. Features of this screen include:

1. Area Measurements

If the line item call for it, we show you the area measurements based on your earlier answers. Adjusting any on of these fields will adjust the final quantity and the final price all in real time.

2. Quantity and % Affected

If you want to carpet half the room, you can either type the quantity you know you will need or set the % affected to 50%. They will both yield the same result.

3. Vendor PPU

You can override Bluebook pricing at any time. NOTE: The repair estimate will show both values but use the over written value in the total.

When complete, clicking the "Save" button will save that repair. Clicking the "Go Back" button will return you to the search to start over not saving the repair. Use this when you want to change your selection. You can add another repair in the next step after clicking "Save".

cancel ✕
SEARCH REPAIRS > CONFIRM MEASUREMENTS > ADDITIONAL REPAIRS/CLOSE

Replace Carpet and Padding - 48 oz. - Better

The initial quantity below is set based on these estimated area measurements and reflects the total area. Please adjust accordingly.

Area Length (ft)	Area Width (ft)	Area Height (ft)			
<input type="text" value="13"/>	<input type="text" value="10"/>	<input type="text" value="8"/>			

Quantity	Unit of Measure	% Affected	Bluebook PPU	Vendor PPU	Total Price
<input type="text" value="130"/>	<input type="text" value="SF"/>	<input type="text" value="100"/>	\$5.05	<input type="text" value="\$0.00"/>	\$656.50

Lender Required
 Cosmetic / Renovation
 Initial Secure
 Claims Recoverable

← You can flag a repair item (if applicable) or leave a comment
 ↓

Comments

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Adding a Repair | Step Three: Additional Repairs

Your initial repair has now been saved and you get a confirmation message in the green bar. You now have 3 options:

1. Option One: Add an Associated Repair (When applicable)

On certain line items the system will find commonly associated repair items that are included with your selection. If you want to add any of these items, simply select one and click the "Add Above Repair" button. This will take you to step two where you will confirm the measurements and quantity.

2. Option Two: Add a New Repair Via Search (Start over)

If you want to add more repairs to this area that are not on the above list, you can start over without closing the repair window by clicking the "New Search" button. This will take you back to step one and you can follow the process all the way through for a new line item.

You can add as many repairs as need without closing the repair window. NOTE: All repairs will be added in the area you selected.3

3. Option Three: Close the Repair Window

If you have no more repairs to note, click the "Close" button and the window will close and your line item will be added to your estimate.

The screenshot shows the 'ADDITIONAL REPAIRS/CLOSE' step in the RepairBASE interface. At the top right, there is a 'cancel' button with a close icon. Below the breadcrumb navigation, a green bar displays the message 'Your repair was successfully saved'. Underneath, a blue bar states: 'We have detected additional action items commonly associated with your selection. Click an item to add.' A scrollable list of repair items follows, including 'Remove Carpet & Pad - Dry - Does not Include Disposal or Haul Away', 'Remove Carpet Tack Strip - From Concrete Subfloor - Does not Include Removal of Carpet or Disposal - Per LF', 'Secure Loose Flooring - Carpet/Vinyl - Minimum Charge - Trim Curling Areas And Tape or Tack to Subfloor - Does not Include New Flooring M', 'Replace Carpet and Padding On Stairs to 3' Wide - Better', 'Replace Floor Sheathing 1" x 8"', 'Replace Floor Sheathing 1/2" CDX', 'Replace Floor Sheathing 3/4" CDX', 'Replace Floor Sheathing 5/8" CDX', 'Remove & Reset Toilet (Includes New Wax Ring)', 'Dumpster Rental - 10 C.Y./10 Ton', 'Dumpster Rental - 20 C.Y./3 Ton', 'Dumpster Rental - 3 C.Y./1 Ton', and 'Hauling per Truck Load - up to 3 C.Y./1 Ton'. An orange line with a circled '1' points to the 'Add Above Repair' button at the bottom right. Below the list are three buttons: 'New Search' (with a circled '2' below it), 'Close' (with a circled '3' below it), and 'Add Above Repair'.

Repair Added

Upon closing the repair window, the screen will refresh automatically and your repair(s) will now appear under the correct area. You can repeat the process of adding areas and repairs building out your estimate. You can edit a line item by clicking on the item description. You can delete a line item by clicking on the DELETE link to the left of that item.

You will see a photo for that repair item. If you want to associate a photo for that item, click the photo icon.



Order# 7889

Address: 123 Main Lake Forest CA 92630

Repair Total: \$947.86

[Exit Estimate](#)

[Help](#)

123 Main Lake Forest CA 92630

Beds: 4 Baths: 3 Half Baths: 0 Living Area: 2250 SF Stories: 2 Year Built: 1973 Structure Quality: Builder

123 Main Lake Forest CA								
Add Room or Area								
Entire House	Add Repairs							
▼								
Bedroom	Add Repairs							Delete This Area
▼								
Carpet 								
	Code	Description (click to edit)	Quantity	Unit of Measure	Bluebook Price Per Unit	Vendor Price Per Unit	Vendor Price Difference	Total
DELETE	RR,,RE	Replace Carpet and Padding - 48 oz. - Better	130.00	SF	5.05	0.00	0.00	656.50
DELETE	RR,,RE	Replace Carpet and Padding On Stairs to 3' Wide - Better	12.00	EA	24.28	0.00	0.00	291.36
							TOTAL	947.86

Delete line item

Clicking on the line item description allows you to edit that item

Add a photo for that item

Repair Total: **\$947.86**

[Preview Estimate](#)

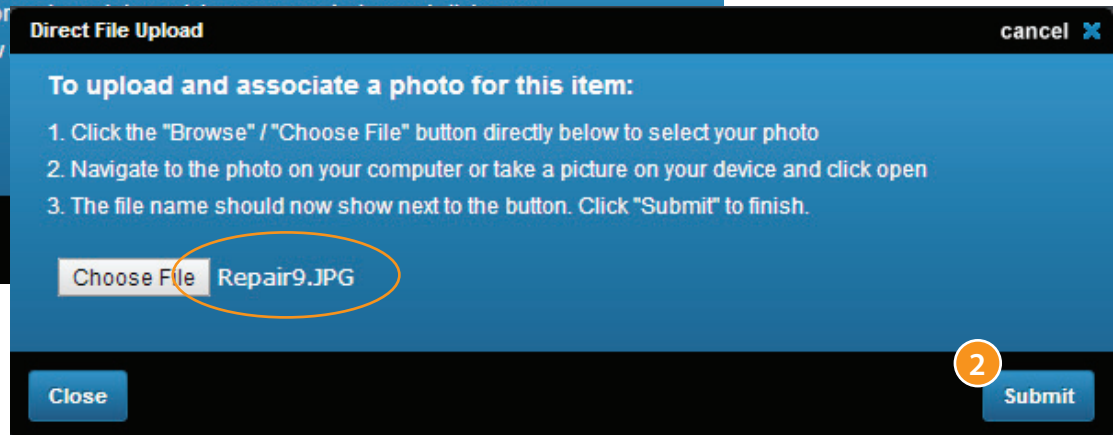
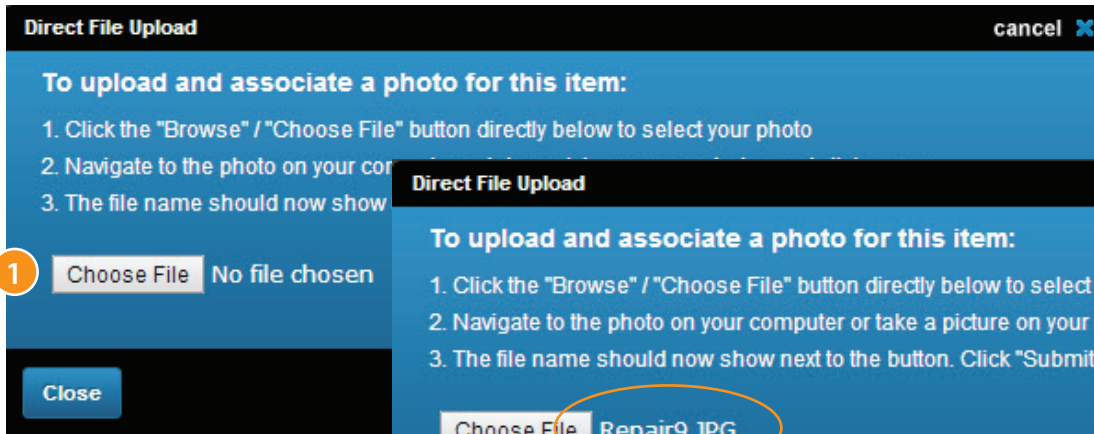
[Generate PDF Report](#)

[Close Estimate](#)

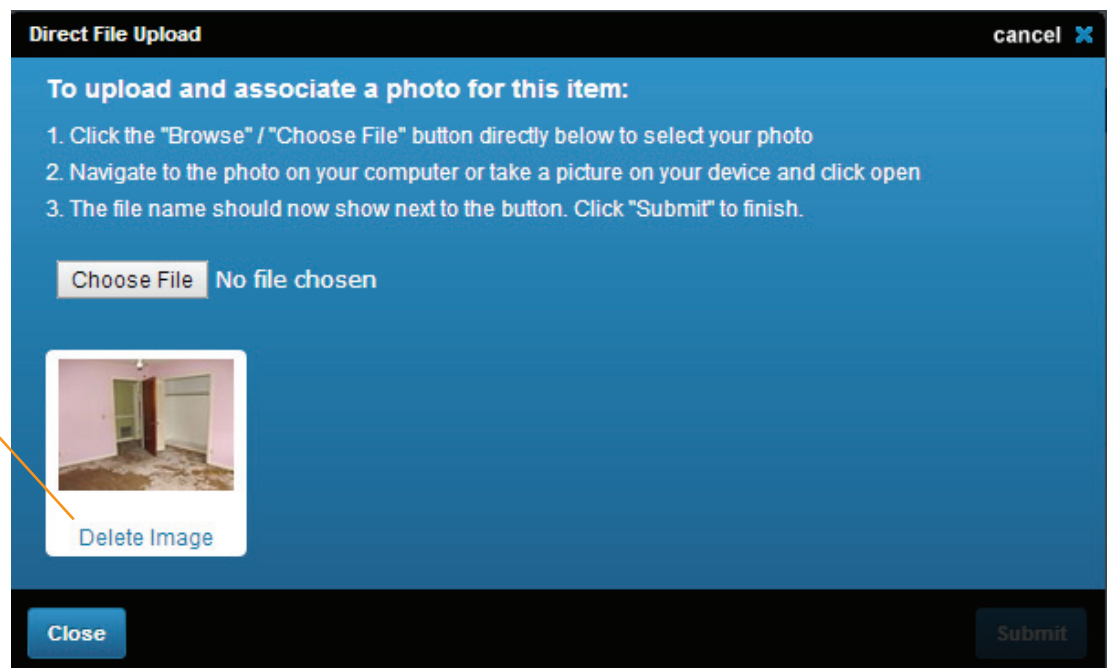
Adding a Photo

Clicking on the icon will open your computers file upload window. Click on the Choose File button (#1 below) to navigate to where your photos are stored and select the photo(s) that pertain to the line item. Select the photo and click to continue. The photo window will now reflect the name of the file you selected (circled below).

Click submit (#2 below) to close the window. Closing the window will upload and automatically associate the photos with that item. The icon will turn green showing that you have successfully uploaded and associated a photo.



To delete a photo, click on the green icon and the window will open again showing the associated photo. Click "Delete Image" to delete



Estimate Report Options

As you build your estimate you can click on the buttons found at the bottom of the screen to view the report. You can either preview it online or generate a PDF of the report. Both reports are the same, just different format. Clicking on the Generate PDF Report will open a new window with the PDF in the view. You can save it to your desktop from there. Clicking on the "Preview Estimate" will take you to another page with the report view.

[Exit Estimate](#)

[Help](#)

123 Main Lake Forest CA 92630

Beds: 4 Baths: 3 Half Baths: 0 Living Area: 2250 SF Stories: 2 Year Built: 1973 Structure Quality: Builder

123 Main Lake Forest CA										
Add Room or Area										
Entire House		Add Repairs								
▼										
Bedroom		Add Repairs								Delete This Area
▼										
Carpet 										
	Code	Description (click to edit)	Quantity	Unit of Measure	Bluebook Price Per Unit	Vendor Price Per Unit	Vendor Price Difference	Total		
DELETE	RR,,RE	Replace Carpet and Padding - 48 oz. - Better	130.00	SF	5.05	0.00	0.00	656.50		
DELETE	RR,,RE	Replace Carpet and Padding On Stairs to 3' Wide - Better	12.00	EA	24.28	0.00	0.00	291.36		
								TOTAL	947.86	

Repair Total: **\$947.86**

[Preview Estimate](#)

[Generate PDF Report](#)


[Close Estimate](#)

Previewing the Estimate Report

The estimate preview shows you how the report will look. You can see the line items sorted by area, area totals, photos and comments. You can preview the report at any time.

You can email a link directly to this report by clicking the "Email Report Link" button. This will open up your email client, add the property in the subject and the link in the body for you to send. The recipient can click on the link and view a read only version of the report without having to log in to the system.

BLUEBOOK™ Repair Estimate Report



123 Main Lake Forest CA 92630

Bedrooms:1 Baths:0.0 Year Built:N/A Total Living Area:0 SF
 Property Type:Single Family Detached Bluebook ID#: 7889
 Date Printed: 7/2/2014 4:32:25 PM (UTC)

Repair Summary

Subject Property

Bedroom:	\$947.86	Estimated Total Repairs: \$947.86
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123 Main Lake Forest CA

Bedroom

Carpet

Item#	Description	QTY	U/M	Bluebook Price Per Unit	Vendor Price Per Unit	Vendor Difference	Total	Code
15614	Replace Carpet and Padding - 48 oz. - Better	130	SF	\$5.05	\$0.00	\$0.00	\$656.50	RR,,RE
15619	Replace Carpet and Padding On Stairs to 3' Wide - Better	12	EA	\$24.28	\$0.00	\$0.00	\$291.36	RR,,RE

Estimated Bedroom Repairs: \$947.86



Area:Bedroom
Repair For: - Carpet

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[Email Report Link](#)

[Go Back](#)

