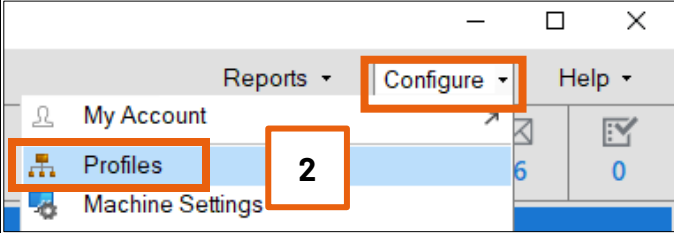
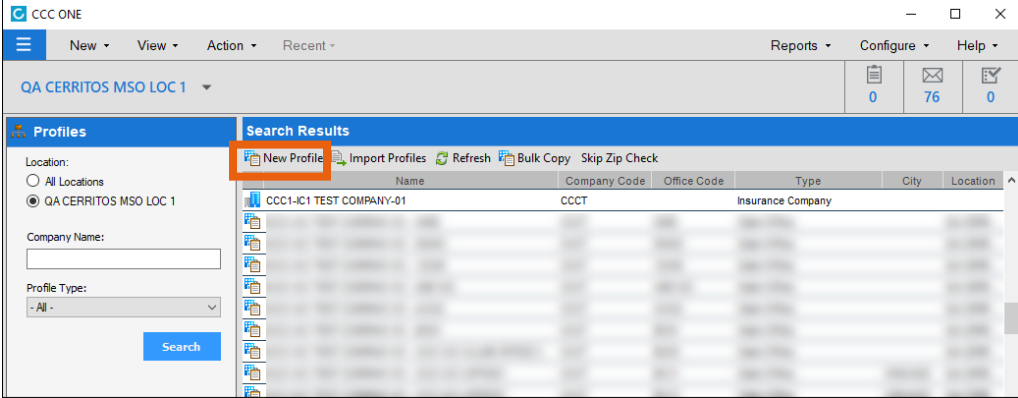


# Add New Profile

**Overview** This Job Aid covers how to Add a New Profile.

**Note:** You will be prompted to add a profile if an assignment is received from a Claim Office whose profile you do not currently have in CCC® Estimating or Repair Workflow, this may happen when a vehicle comes from another state or region.

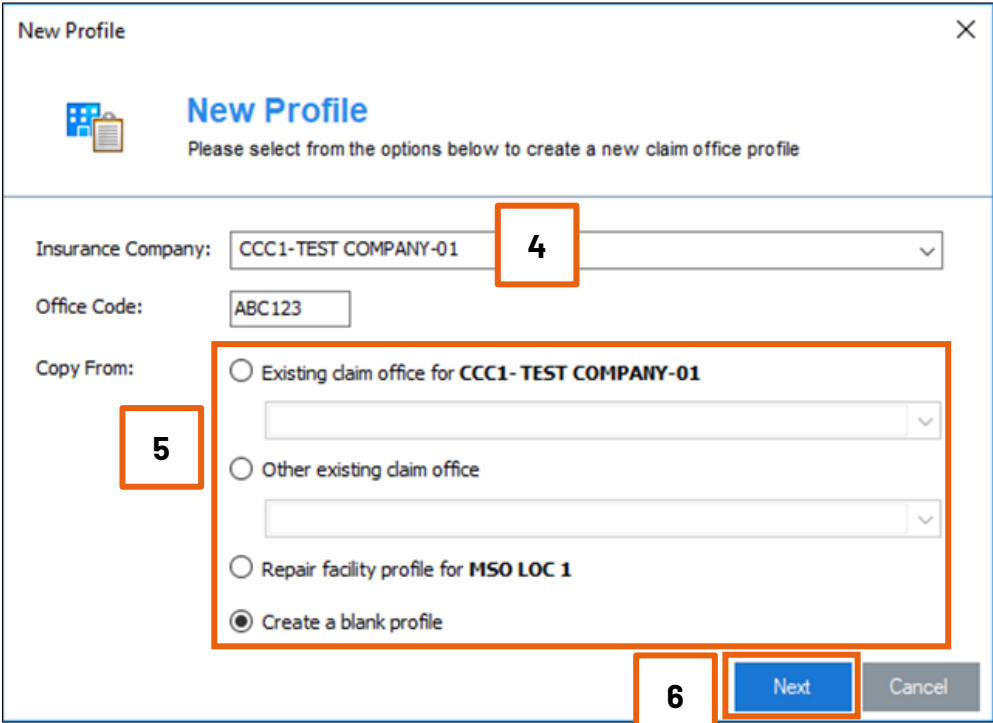
**Adding a New Profile** Use the following steps to Add a new Profile:

Step	Action
1	Click <b>Configure</b> . 
2	Click <b>Profiles</b> from the drop-down list. The Profile view appears.
3	Click the <b>New Profile</b> button. This opens the New Profile dialog box. 

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## Add New Profile, Continued

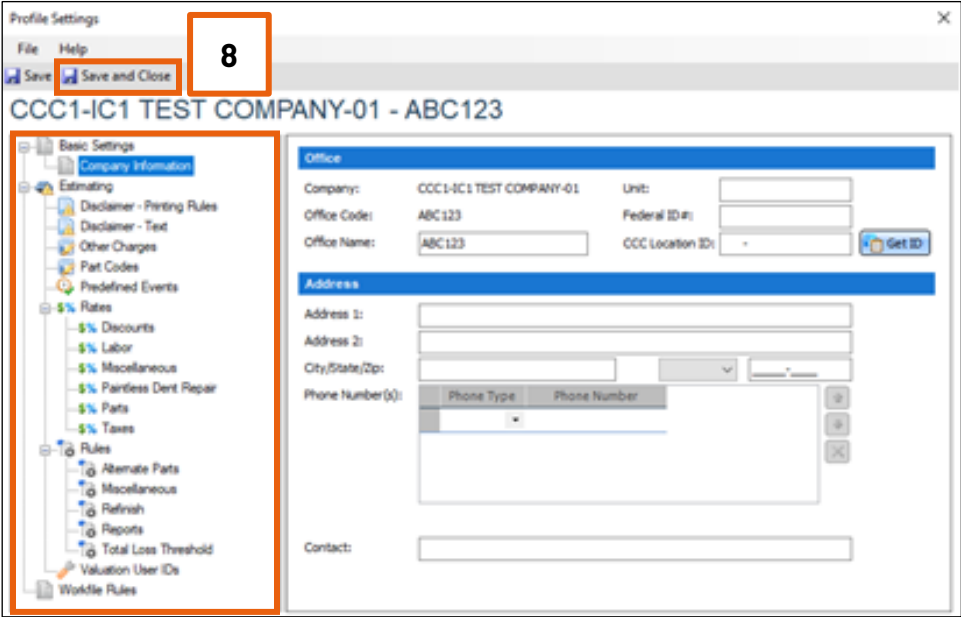
### Adding a New Profile, Continued

Step	Action
4	<p>Select an <b>Insurance Company</b> from the drop-down. Then enter an <b>Office Code</b>.</p> 
5	<p>Select an option to choose the type of profile you want to copy to create your New Profile.</p> <p><b>Copy From:</b></p> <ul style="list-style-type: none"> <li>• An Existing claim office profile for the selected insurance company.</li> <li>• An Existing claim office profile from another claim office.</li> <li>• Copy data from the listed repair facility profile.</li> <li>• Create from a blank profile.</li> </ul>
6	<p>Click <b>Next</b>. The Profile Settings window opens.</p> <p><b>Note:</b> The ability to create or change profiles is based on your security permissions. Please see your company's guidelines for more information.</p>

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## Add New Profile, Continued

### Adding a New Profile, Continued

Step	Action
7	<p>Use the panel on the left to configure the <b>Basic Settings, Estimating, Rates, Rules, and Workfile Rules</b>.</p> 
8	<p>Click the <b>Save and Close</b> button when you are finished configuring the profile. You will then be returned to the Profile view and the new profile has been added to the list.</p> <p><b>Note:</b> If this is the first Claim Office for a given Insurance Company, then the Insurance Company profile is also added to the list.</p>
9	<p><b>Note:</b> Repeat this process as needed for each type of profile. There will be some differences between the profile types, however the process is the same.</p>