

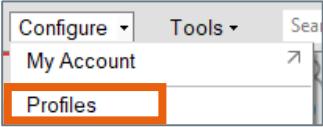
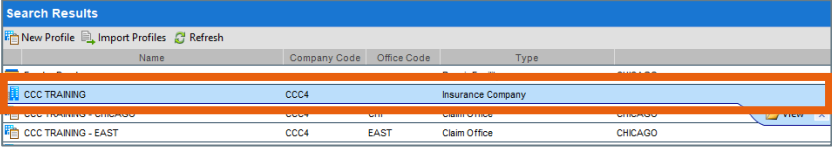
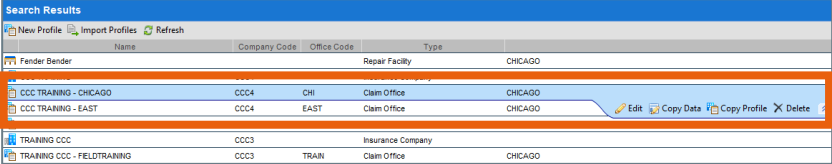
Claim Office Profile Disclaimers

Introduction

As a member of an Insurer’s Direct Repair Program, it is important to make sure that your Claim Office profile disclaimer text for that carrier is up to date. This job aid reviews how to **locate, review, edit, delete,** and **copy** disclaimer text for your DRP Claim Office profiles.

Locate and Review Disclaimer Text

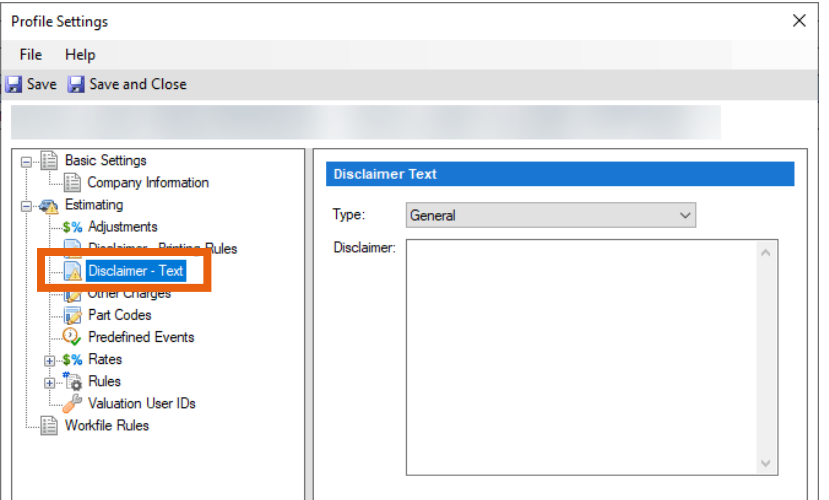
Follow the steps below to locate and review disclaimer text:

Step	Action
1	<p>Go to Configure and select Profiles.</p> 
2	<p>Scroll to locate the Insurance Company profile. The DRP Claim Office profiles display after the initial one for that carrier.</p> 
3	<p>Select a DRP Claim Office profile to review, then click Edit. The Profile Settings window displays.</p>  <p>Note: You must have the proper security permissions to edit Claim Office profiles.</p>

Continued on next page

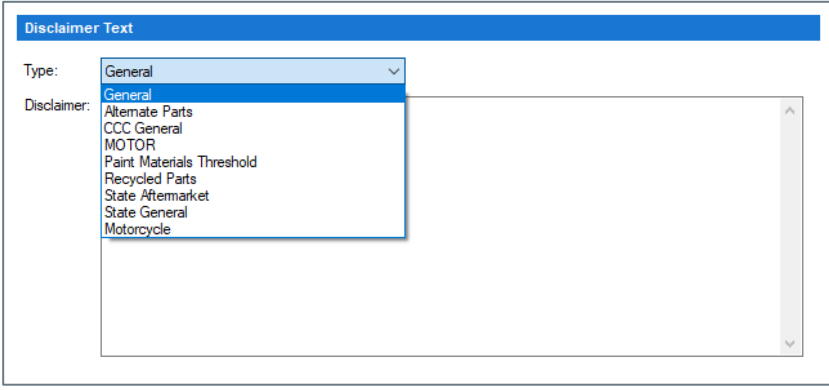
Claim Office Profile Disclaimers, Continued

Locate and Review Disclaimer Text,
continued

Step	Action
4	<p>Click on Disclaimer – Text under Estimating in the left side panel to view your Disclaimer Texts. Click on the Type drop-down list to select and view different disclaimer texts.</p> 

Edit Disclaimer Text

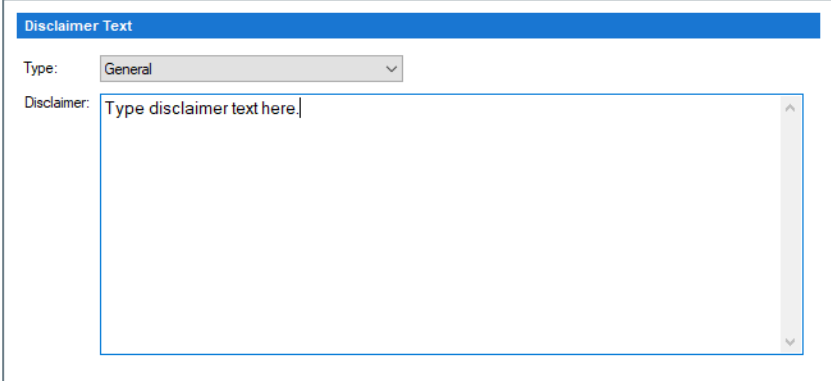
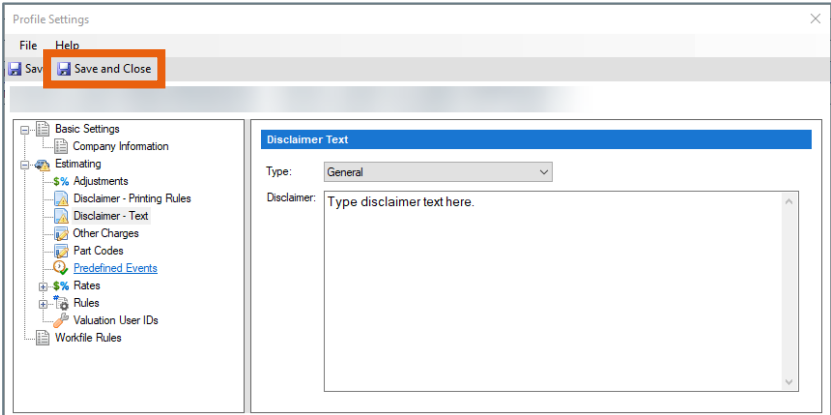
To Edit Disclaimer Text, first complete the steps in the previous section to locate and view the text you want to edit. Then, follow the steps below to edit disclaimer text:

Step	Action
1	<p>Select the disclaimer text type from the Type drop-down list you want to edit.</p> 

Continued on next page

Claim Office Profile Disclaimers, Continued

Edit Disclaimer Text,
continued

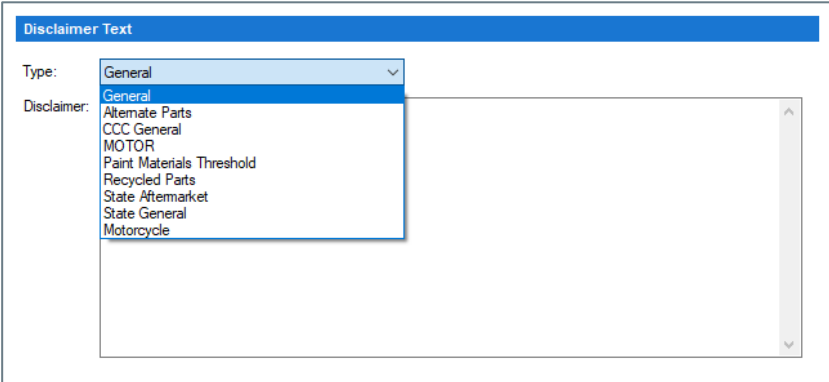
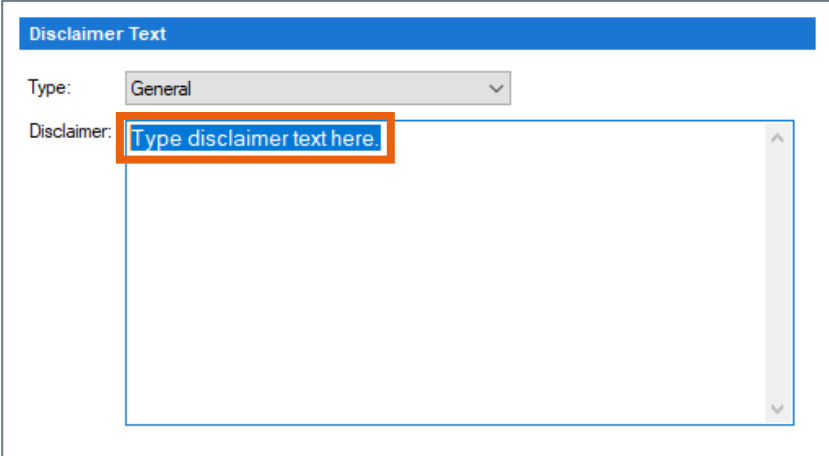
Step	Action
2	<p>Type the disclaimer text into the Disclaimer field.</p> 
3	<p>When finished adding disclaimer text to all disclaimer types, those desired, click Save and Close.</p> 

Continued on next page

Claim Office Profile Disclaimers, Continued

Delete Disclaimer Text

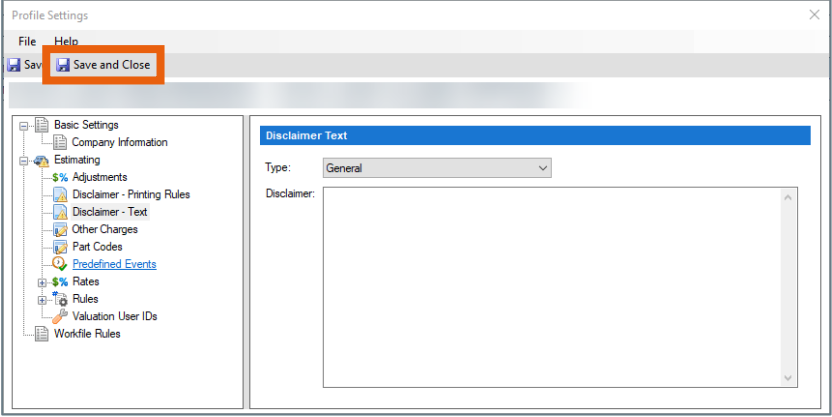
To Delete Disclaimer Text, first complete the steps in the **Locate and Review Disclaimer Text** section of this job aid to locate and view the text you want to delete. Then, follow the steps below to delete disclaimer text:

Step	Action
1	<p>Select the disclaimer text type from the Type drop-down list you want to delete.</p> 
2	<p>Highlight the text in the Disclaimer field, then click Delete or Backspace on your keyboard. The Disclaimer field should now appear empty.</p> 

Continued on next page

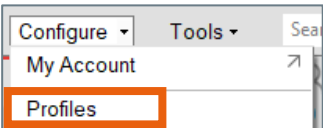
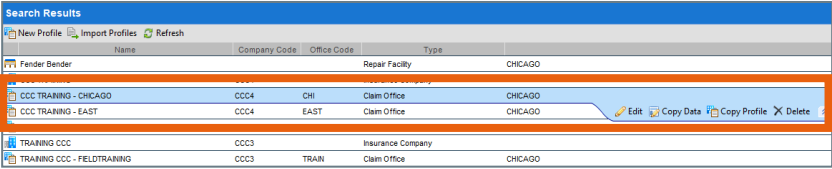
Claim Office Profile Disclaimers, Continued

Delete Disclaimer Text,
continued

Step	Action
3	<p>Click Save and Close.</p> 

Copy Disclaimer Text

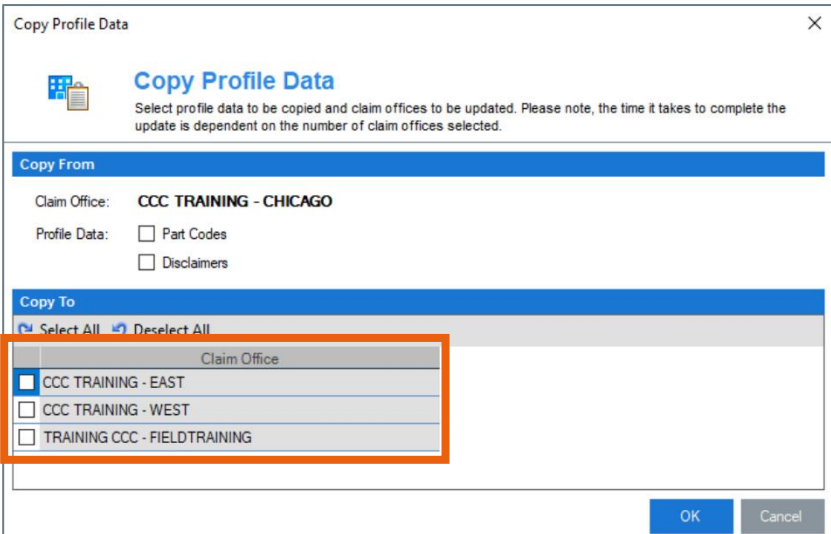
Follow the steps below to Copy Disclaimer Text from one Claim Office to another:

Step	Action
1	<p>Go to Configure and select Profiles.</p> 
2	<p>Scroll to locate the Claim Office profile you'd like to copy disclaimer text from, then click Copy Data.</p>  <p>Note: You must have the proper security permissions to edit Claim Office profiles.</p>

Continued on next page

Claim Office Profile Disclaimers, Continued

Copy Disclaimer Text,
continued

Step	Action
3	<p>The Copy Profile Data window displays. Check the box for Disclaimers in the Copy From section.</p> Part Codes, <input type="checkbox"/> Disclaimers'. The 'Disclaimers' checkbox is highlighted with a red box. The 'Copy To' section shows a list of claim offices: 'CCC TRAINING - EAST' (checked), 'CCC TRAINING - WEST' (unchecked), and 'TRAINING CCC - FIELDTRAINING' (unchecked). The 'OK' button is highlighted." data-bbox="358 208 866 461"/>
4	<p>Select every Claim Office profile for that carrier in the Copy To section you would like to copy disclaimers to. Then, click OK.</p> 
5	<p>A prompt will display for you to confirm that you are about to replace the existing disclaimers in the selected claim office profiles. Click OK to complete the process.</p>

Continued on next page

Claim Office Profile Disclaimers, Continued

- Best Practices**
- Check with your DRP Manager for what, if any, carrier-specific disclaimer text should be added to any of your disclaimer types.
 - Update each Insurer's profiles separately in case there are carrier-specific disclaimer requirements.
 - After copying disclaimer text from one Claim Office to another, review each Claim Office to ensure the disclaimer text types have been copied.
-