Claim Office Profile Disclaimers

Introduction	As a mem make sur is up to da and copy	ber of an Insurer's Direct Repair Program, it is important to e that your Claim Office profile disclaimer text for that carrier ate. This job aid reviews how to locate, review, edit , delete , disclaimer text for your DRP Claim Office profiles.
Locate and	Follow th	e steps below to locate and review disclaimer text:
Review	Step	Action
Text	1	Go to Configure and select Profiles .
	2	Scroll to locate the Insurance Company profile. The DRP Claim Office profiles display after the initial one for that carrier.
	3	Select a DRP Claim Office profile to review, then click Edit . The Profile Settings window displays.

CCC3 Insurance Company Claim Office TRAINING CCC TRAIN CHICAG Note: You must have the proper security permissions to edit Claim Office profiles.

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🖉 Edit 🔤 Copy Data 🍋 Copy Profile 🗙 Dele



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Locate and	Step	Action	
Locate and Review Disclaimer Text, continued	Step 4	Action Click on Disclaimer – Text under Estimating in the let to view your Disclaimer Texts. Click on the Type drop select and view different disclaimer texts. Profile Settings File Help Save Save and Close Basic Settings Company Information Station Profile Settings Profile Settings Profile Settings Profile Settings Profile Settings Profile Settings Profile Settings Station Profile Settings Profile Settin	eft side panel p-down list to
		S% Rates Sides Sides Valuation User IDs Workfile Rules	v

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

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

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Edit Disclaimer	Step	Action
Text, continued	2	Type the disclaimer text into the Disclaimer field.
		Disclaimer Text
		Type: General V
		Disclaimer: Type disclaimer text here.
	3	When finished adding disclaimer text to all disclaimer types, those desired, click Save and Close .
		Profile Settings × File Help Sav Save and Close
		Basic Settings Company Information Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketings Striketing Striketings Striketings Striketings Striketings Striketi

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Step	Action
1	Select the disclaimer text type from the Type drop-down list you want to delete.
	Type: General Disclaimer: Attemate Parts CCC General MOTOR Paint Materials Threshold Recycled Parts State Attemarket State General Motorcycle
2	Highlight the text in the Disclaimer field, then click Delete or Backspace on your keyboard. The Disclaimer field should now appear empty.
	Disclaimer Text Type: General Disclaimer: Type disclaimer text here.

Continued on next page





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



Continued on next page



Copy

Text

Disclaimer

Сору	Step	Action
Disclaimer Text,	3	The Copy Profile Data window displays. Check the box for Disclaimers in the Copy From section.
continued		Copy Profile Data X
		Select profile data to be copied and claim offices to be updated. Please note, the time it takes to complete the update is dependent on the number of claim offices selected.
		Copy From
		Claim Office: CCC TRAINING - CHICAGO
		Profile Data: Part Codes Disclaimers
		Copy To
		Claim Office
		CCC TRAINING - EAST
		OK Cancel
	4	Select every Claim Office profile for that carrier in the Copy To section you would like to copy disclaimers to. Then, click OK .
		Select profile data to be copied and claim offices to be updated. Please note, the time it takes to complete the update is dependent on the number of claim offices selected.
		Copy From
		Claim Office: CCC TRAINING - CHICAGO
		Profile Data: Part Codes Disclaimers
		Copy To Select All Claim Office CCC TRAINING - EAST CCC TRAINING - WEST TRAINING CCC - FIELD TRAINING
		OK Cancel
	5	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.

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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.

