

# Add New Profile

## Overview

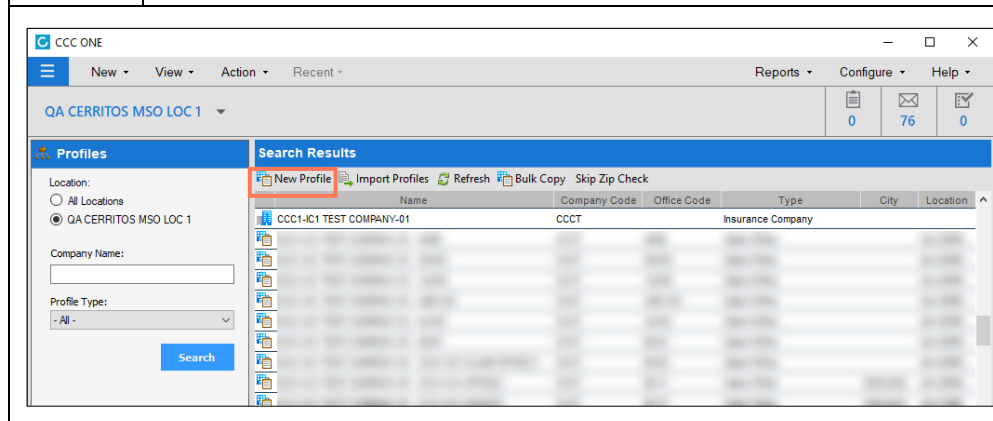
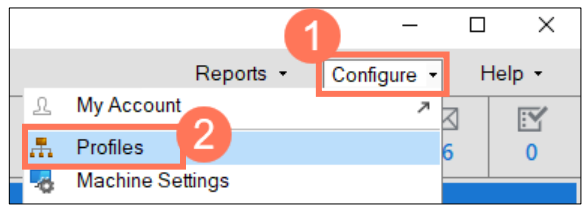
This Job Aid covers how to Add a New Profile.

**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> . The Profile view appears.
3	Click <b>New Profile</b> , this opens the New Profile dialog box.

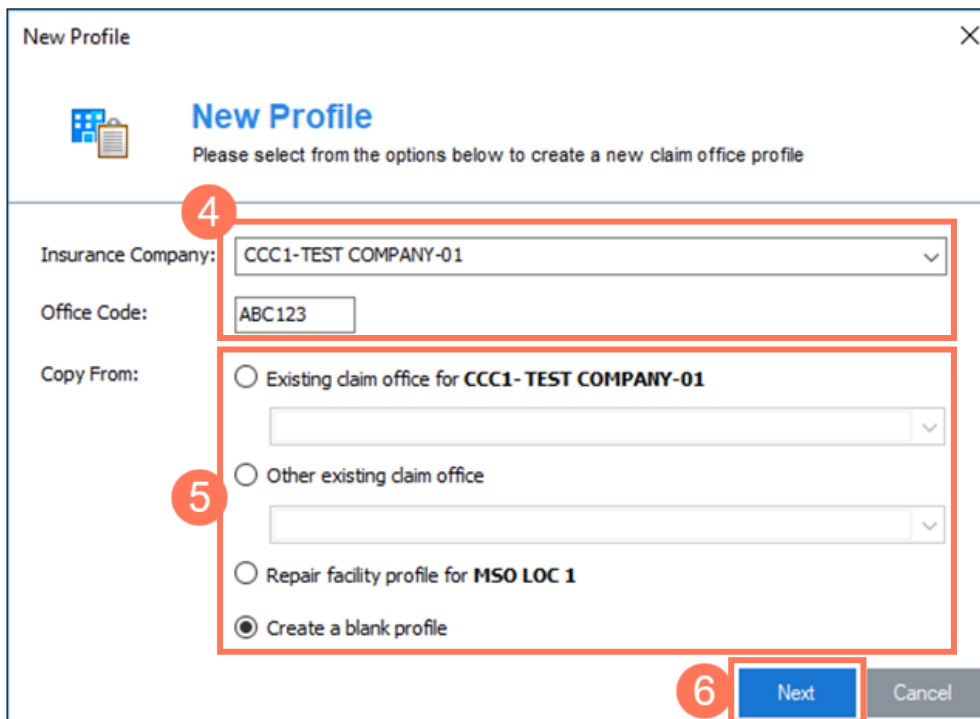


*Continued on next page*

## Add New Profile, Continued

### Adding a New Profile, continued

Step	Action
4	Select an <b>Insurance Company</b> from the dropdown, then enter an <b>Office Code</b> .
5	Select an option below to choose the type of profile you want to copy to create your New Profile.  <b>Copy From:</b> <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	Click <b>Next</b> , the Profile Settings window opens.



**Note:** The ability to create or change profiles is based on your security permissions. Please see your company's guidelines for more information.

*Continued on next page*

## Add New Profile, Continued

### Adding a New Profile, continued

Step	Action
7	Use the panel on the left to configure the <b>Basic Settings, Estimating, Rates, Rules, and Workfile Rules.</b>
8	Click <b>Save and Close</b> , 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.  <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.

**Note:** 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.