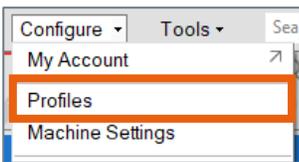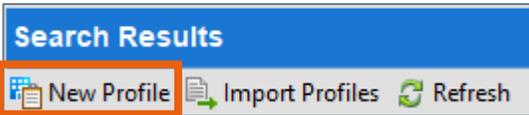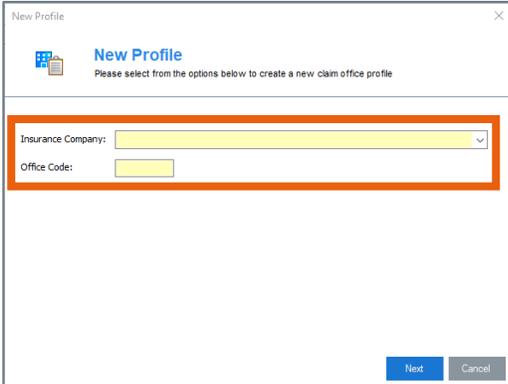# Copy Claim Office Profile

Overview

This document explains how to duplicate a Claim Office Profile: Copy and Bulk Copy.

Use the **Copy Claim Office Profile** procedure to copy all rates and settings except for company information from one insurance company to another.

Use the **Bulk Copy** procedure to copy all rates and data including company information to the selected locations.
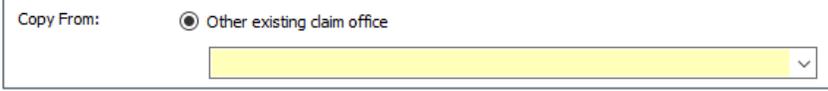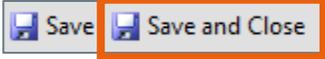
Copy Claim Office Profile

This copies all rates and settings except for company information from one insurance company to another.

Step	Action
1	From within CCC ONE select the **Configure** tab and then click **Profiles**. Configure ▾ Tools ▾ Sea My Account ↗ **Profiles** Machine Settings
2	Click **New Profile**. **Search Results** New Profile Import Profiles Refresh
3	Select the **Insurance Company** from the drop-down menu and enter the **Office Code**. New Profile **New Profile** Please select from the options below to create a new claim office profile Insurance Company: [ ] Office Code: [ ] Next Cancel

Step	Action
Copy Claim Office Profile, continued	
4	Select the radio button to **Copy From: Other existing claim office**. Copy From: ◉ Other existing claim office
5	Select the **claim office profile** from the drop-down menu that you want to copy, then click **Next**. Next Cancel
6	Update the **Profile Settings** data as needed for the new claim office profile. Click **Save and Close** when finished. Save Save and Close

Bulk Copy

You can also bulk copy a Claim Office Profile to other locations instead of re-marking the profile at each location. Bulk Copy copies all rates and data including company information to the selected locations.
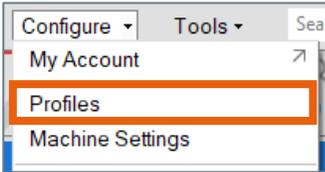
Step	Action
1	From within CCC ONE, select the **Configure** tab and then click **Profiles**. Configure ▾ Tools ▾ Sea My Account Profiles Machine Settings
2	Select **Bulk Copy**. Search Results New Profile Import Profiles Refresh Bulk Copy
3	Select the Insurance Company from the drop-down menu. Insurance Company:
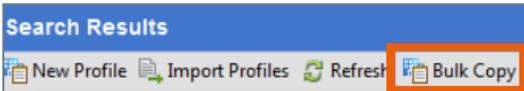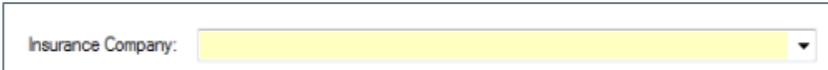
Copy Claim Office Profile, Continued

Bulk Copy, continued

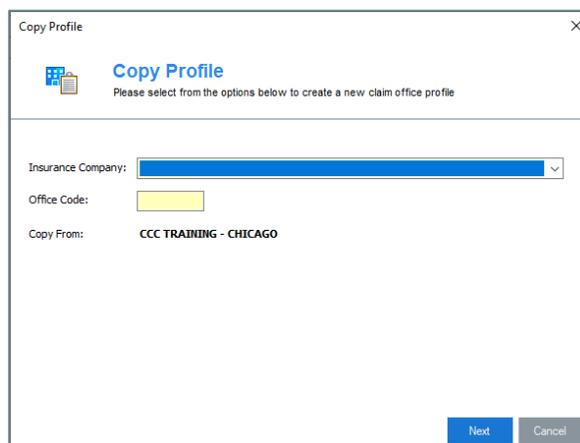| Step	Action
4	Select the Claim Office to copy from the drop-down menu. Claim Office: [_____ ▼]
5	Choose locations to send the bulk claim office copies from the **Available Locations** column. Click the right arrow to move them to the **Selected Locations** column. Copy To Locations Available Locations: Selected Locations:
6	Click **OK**. The profiles now appear for the selected locations for you to update or change.

Copy Profile from another Profile

There is one other method we should mention. Copying a Claim Office Profile from the profile itself. To do this, highlight the Claim Office Profile you want to copy. Select **Copy Profile**.

Note: Select Copy Data if you only want to copy the data, not the other Profile information.

CCC TRAINING - CHICAGO	CCC4	CHI	Claim Office	CHICAGO			
CCC TRAINING - EAST	CCC4	EAST	Claim Office	CHICAGO	🖉 Edit 📄 Copy Data	📋 Copy Profile	✕ Delete

Use the same process for creating a **New Profile** shown above to create the copy.

Copy Profile

Copy Profile
Please select from the options below to create a new claim office profile

Insurance Company: [_____ ▼]
Office Code: [____]
Copy From: **CCC TRAINING - CHICAGO**

[Next] [Cancel]