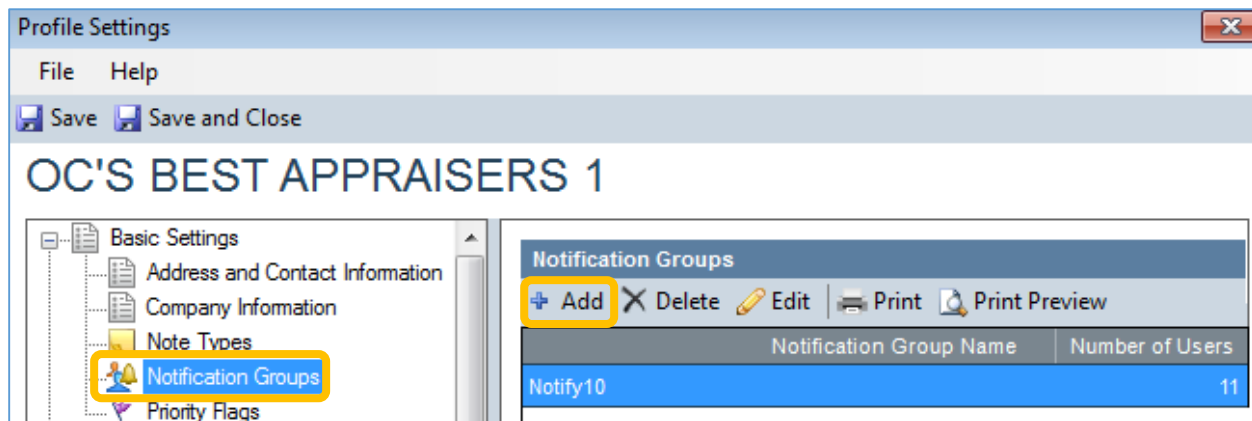CCC® | One. True. Partner.
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Setup Job Aid: Configure Notification Groups

Purpose   By default, assignment notifications and Autoverse messages will be delivered to all users. The messages can be delivered to specific users for specific insurance companies. This Job Aid demonstrates how to setup and configure notifications groups to receive these messages.

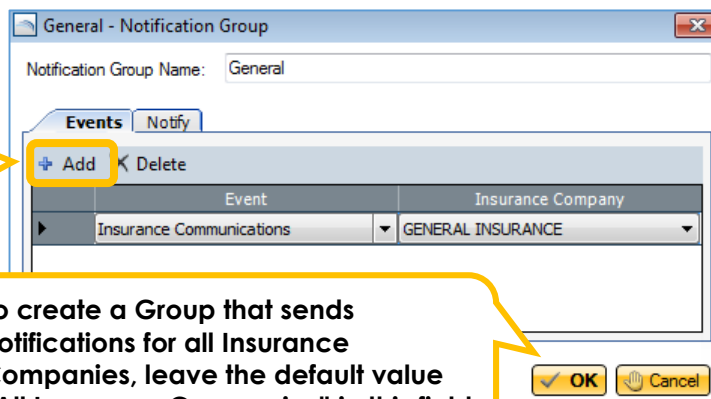**Procedure**   Follow these steps to enable automatic job numbering on workfiles:

Step	Action
1	Go to the **Main Menu** and click on **Configure > Profiles**.
2	Locate and click on the **Independent Appraiser Profile** you want to change. The Profile will display in a new window.
3	In the left pane, you will see **Basic Settings > Notification Groups**. The Notification Groups page displays.

4	Click **Add** in the Notification Groups toolbar.

Use the Events tab to add Notification Event Types and Insurance companies to this Notification Group. The members of this group will receive messages from those Insurers for those types of Events.
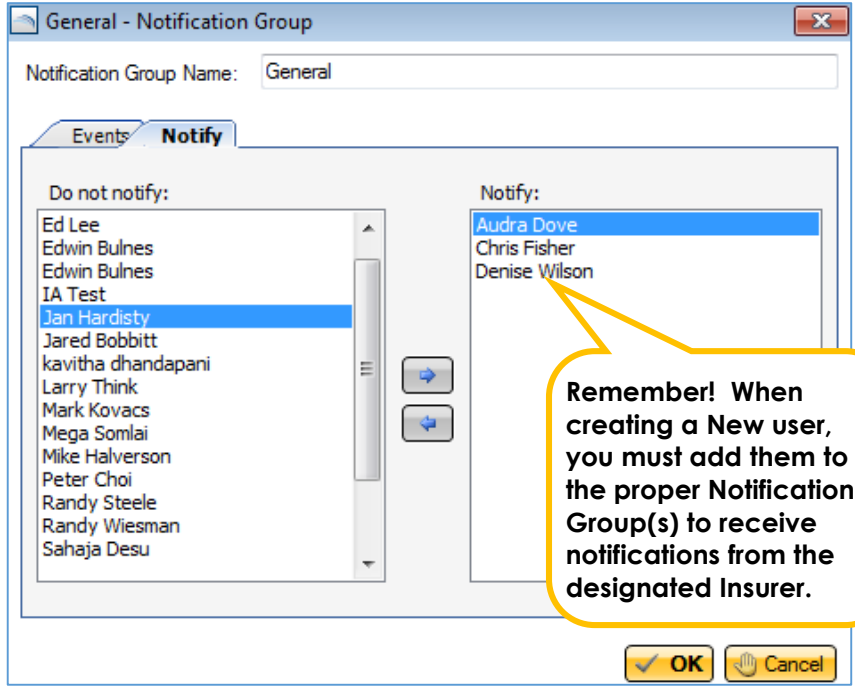
To create a Group that sends notifications for all Insurance Companies, leave the default value "All Insurance Companies" in this field.

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Step	Action
5	Enter a **Name** for the Notification Group (i.e. General).
6	In the Events tab, click **Add**.
7	Use the drop list to select the **Event Type**. We suggest **Insurance Communications**.
8	Select the desired **Insurance Company** whose messages this Group should receive.
9	Click on the **Notify tab**.

Remember! When creating a New user, you must add them to the proper Notification Group(s) to receive notifications from the designated Insurer.

Step	Action
10	Select the **Employees** to notify when an assignment or message is receive from the selected Insurance Company.
11	Click **OK**. You are returned to the Profile.
12	Click **Save and Close** to save your changes to the Profile.