CoreLogic®

RCT Express

Administration Tools Guide

Version 4.x

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CoreLogic on the Web

Contents

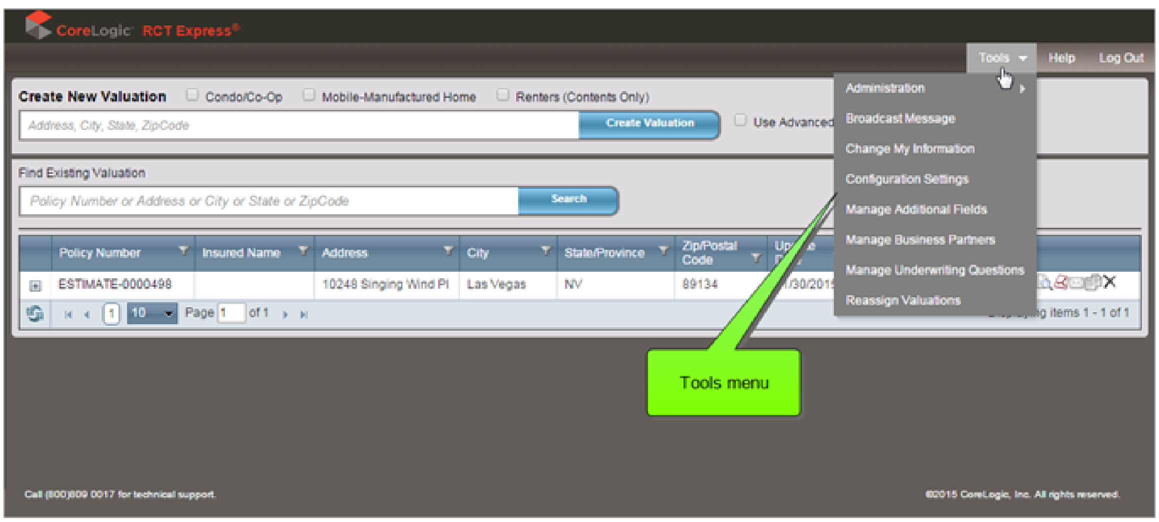
Administration Tools

This guide covers the tasks associated with all of the administration tools within RCT. These tools are used to configure and define certain features and functions of the program.

Use the options on the Tools page to perform the various administrative tasks.

Note: The options available on the Tools menu are based on the options your company uses and what your user role allows you to access. The topics covered in this section are all of the options that may be available.

Access the administration tools by clicking **Tools** on the menu of the Dashboard.

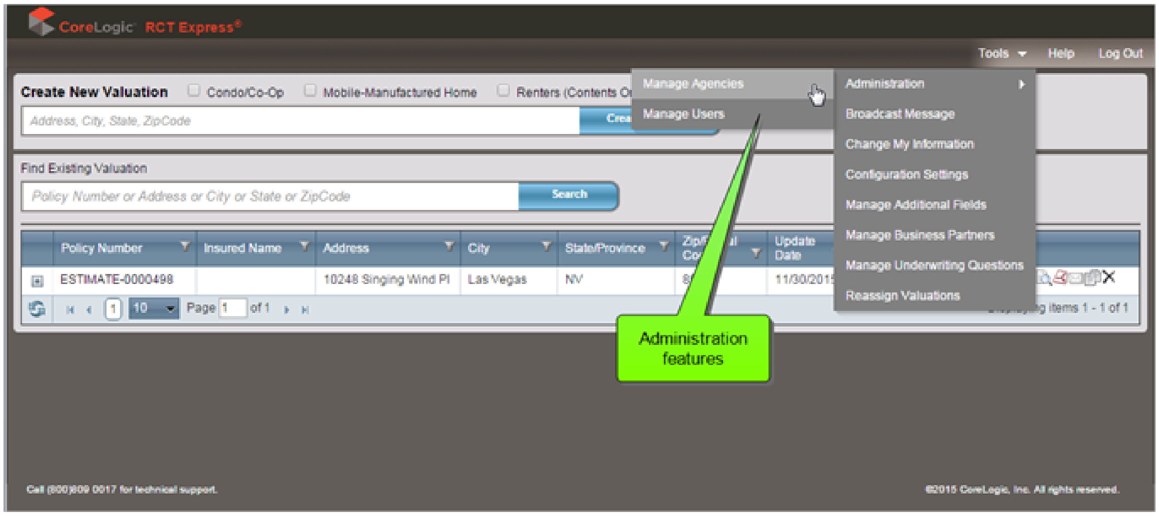


(Note: The tools options shown depend upon user access configuration.)

In This Section

Administration

Use the **Tools > Administration** settings to manage users and manage agencies.



"Manage Users" on the next page

"Manage Agencies" on page 10

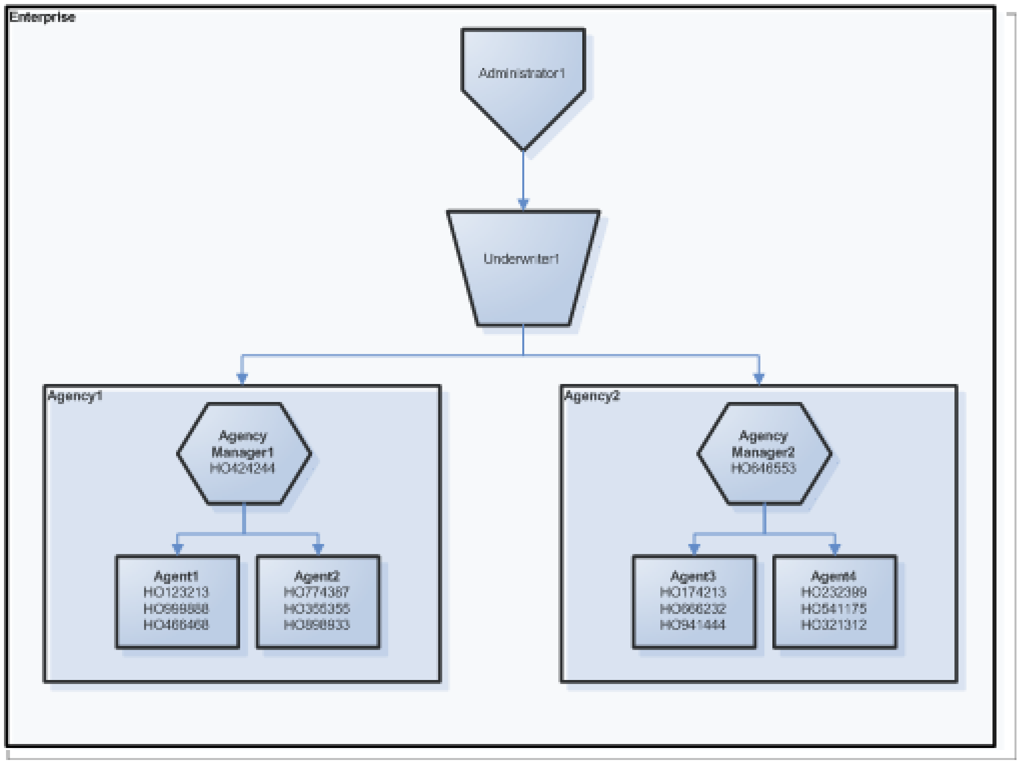
Manage Users

In RCT, access to valuations and some of the functionality is controlled by user role. Each user role has permissions associated with it which grant access to functionality such as InterChange and Hazard lookups. The user role also determines whether or not the user has access to only their own valuations or if they can access valuations created by other users.

On a standard RCT site, there are generally four user roles with pre-defined access to valuations:

- Agents – belong to an agency and can only view, search for, and update their own valuations.
- Agency Managers – belong to an agency and can view, search for, and update all valuations belonging to themselves and agents in their Agency. An agency manager will not see valuations created by their agents unless they search for and open them.
- Underwriter – does not belong to an agency and can view and update all valuations.
- Administrator – does not belong to an agency and can view and update all valuations; can access the Tools Menu, and can initiate ExpressLync web service calls if available.

Additional user roles can be added with varying permissions if required.



Use **Tools > Administration > Manage Users** to find existing users, create new users, and edit or delete existing users.

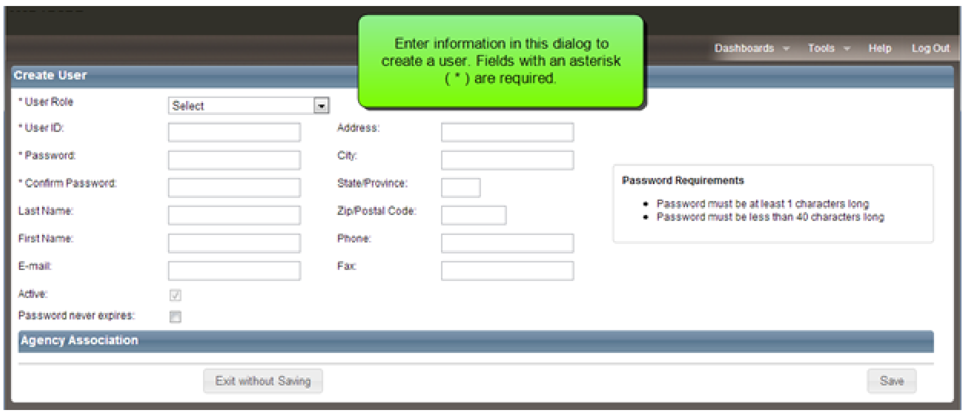
When you create a new user you will be assigning him or her to the appropriate user role which will determine their access.

To find an existing user:

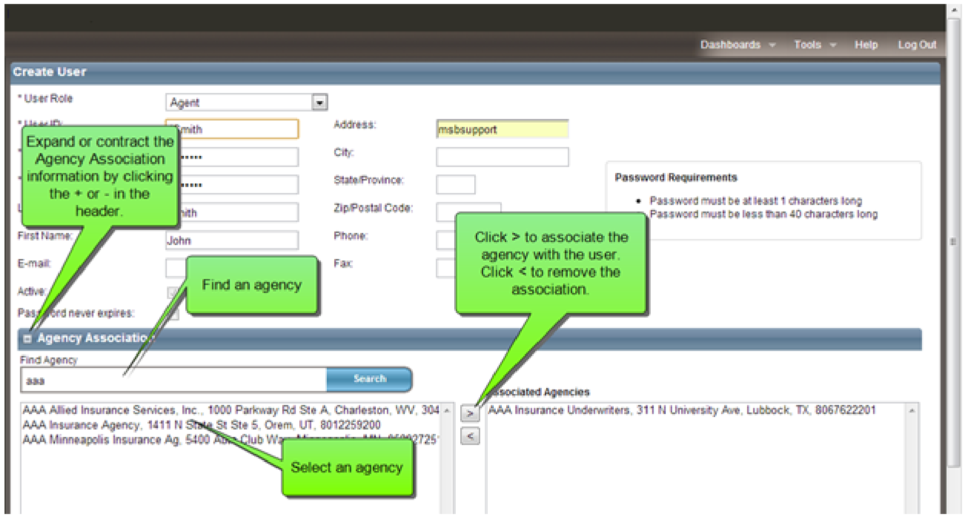
1. In the **Find User** field enter the user last name, user ID, or agency and click **Search**. You can enter just a few characters instead of a complete name.
2. You can filter or sort the results that are displayed to make it easier to find the specific result you are looking for. The filter and sort features work the same as they do on the Valuation dashboard.

To create a new user:

1. Click **Create User**. The Create User and Agency Association window appears.



2. Select a user role from the dropdown list.
3. Define a user ID and password. (The User Role, User ID, and Password fields are required.) The password requirements displayed on the screen reflect the password settings your site administrator has selected for your site in Tools > Configuration Settings > Password Settings.
4. Complete the remaining (optional) fields.
5. To associate an agency for the user, enter an agency name in the Find Agency field and then select the desired agency and transfer it to the Associated Agencies list. Remember that not all user roles will allow an agency association.

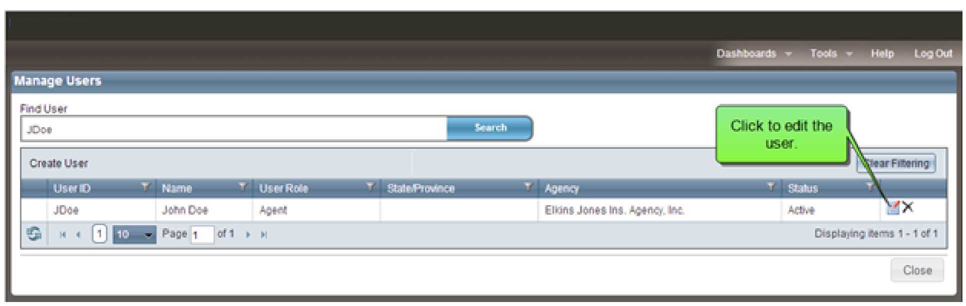


Normally you will only be allowed to associate the user with a single agency. However in some cases an RCT Express site may be configured to allow an user to belong to more than one agency. In that case, the agency association user interface will allow you to select multiple agencies to associate with the user.

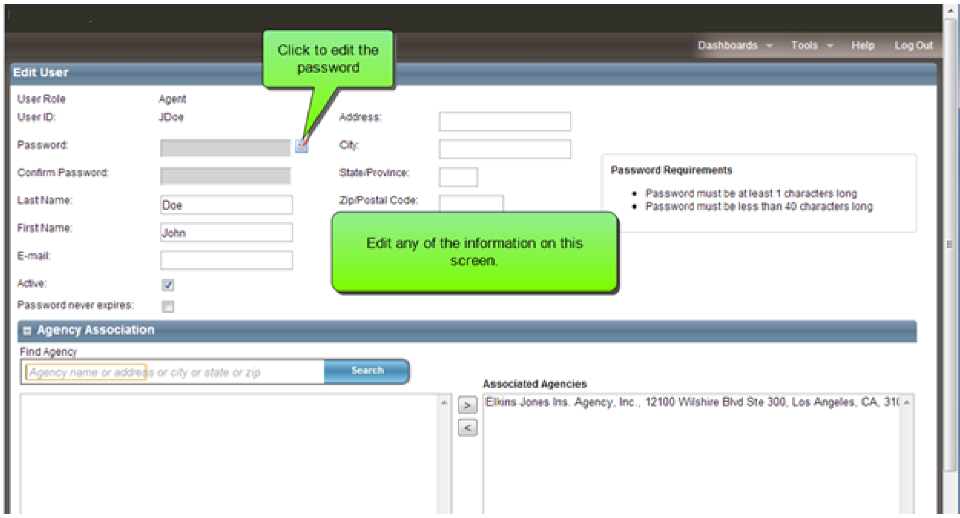
6. Click **Save**.

To edit an existing user:

1. Click the **Edit**  icon next to the user you wish to edit.



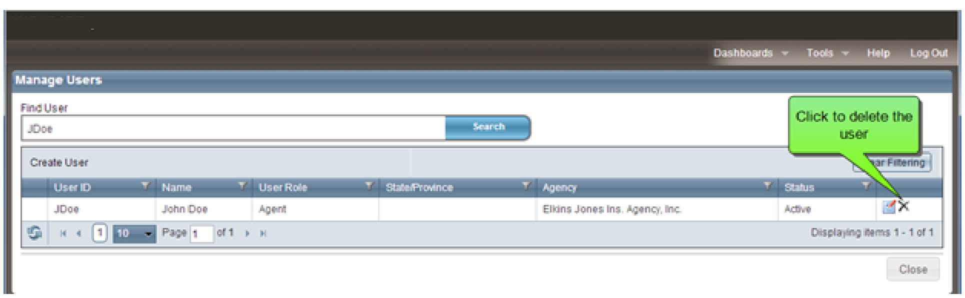
2. The Edit User and Agency Association window appears.



3. Make changes to any of the fields that you wish to edit. **You can make a user inactive by deselecting the Active check box.**
4. Change any agency associations if desired.
5. Click **Save**.

To delete a user:

1. Click the **Delete** ✕ icon next to the user you wish to delete.

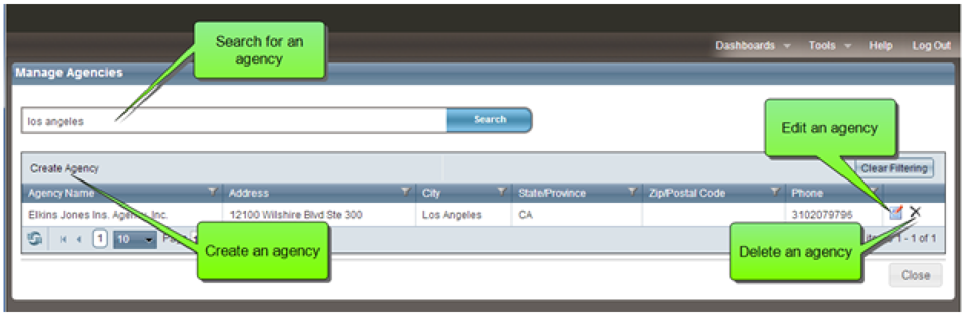


2. The system will prompt you with an "Are you sure?" dialog before deleting. Click **Yes** to confirm your deletion.

Important: Be sure you want to delete a user and not just make the user inactive. If a user is inactive, you can still access all of their records. If a user is deleted, you can no longer access their records, and must contact CoreLogic if it's necessary to retrieve those records.

Manage Agencies

Use **Tools > Administration > Manage Agencies** to find existing agencies, create new agencies, and edit or delete existing agencies.



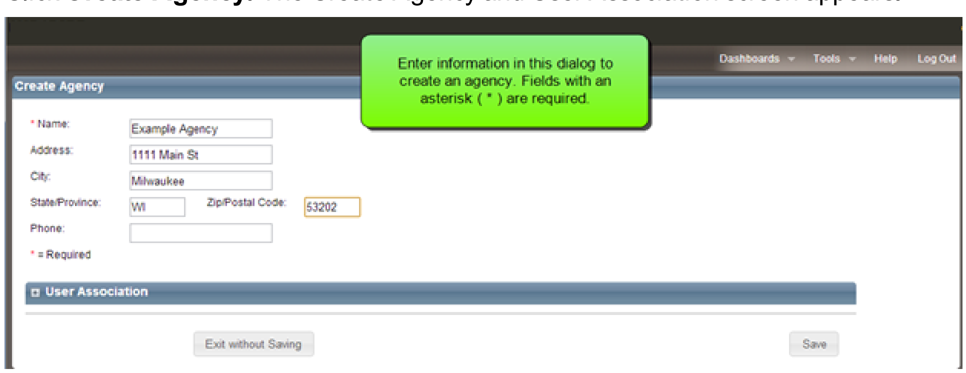
Not all user roles are associated with agencies. In a typical RCT Express configuration only the Agency Manager and Agent user roles are associated with agencies. Admin and Underwriter user roles are not associated with agencies. RCT will only allow you to associate a user with an agency if the user role requires the association.

To find an existing agency:

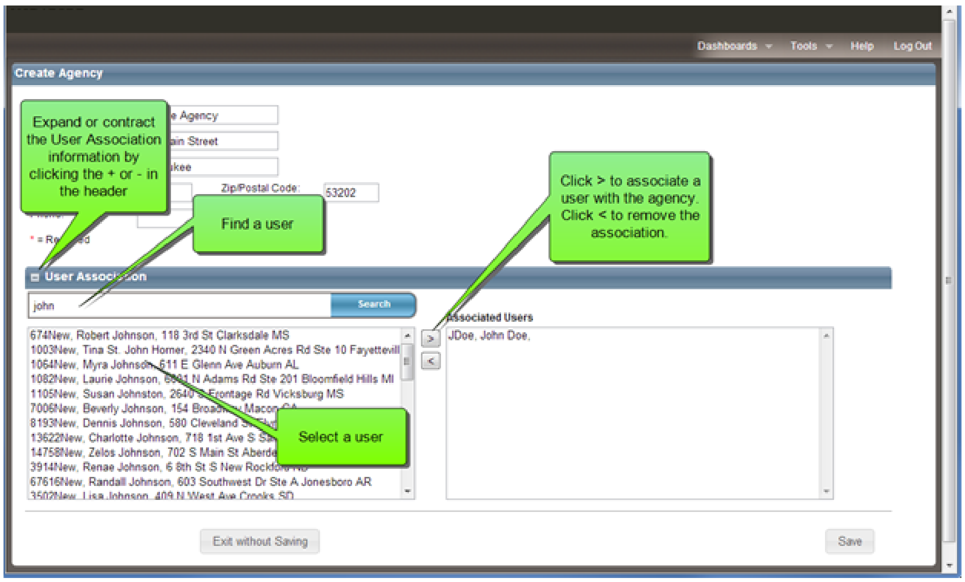
1. In the **Find Agency** field enter the agency name, address, or ZIP code and click **Search**. You can enter just a few characters instead of a complete name.
2. You can filter or sort the results that are displayed to make it easier to find the specific result you are looking for. The filter and sort features work the same as they do in the valuation dashboard.

To create a new agency:

1. Click **Create Agency**. The Create Agency and User Association screen appears.



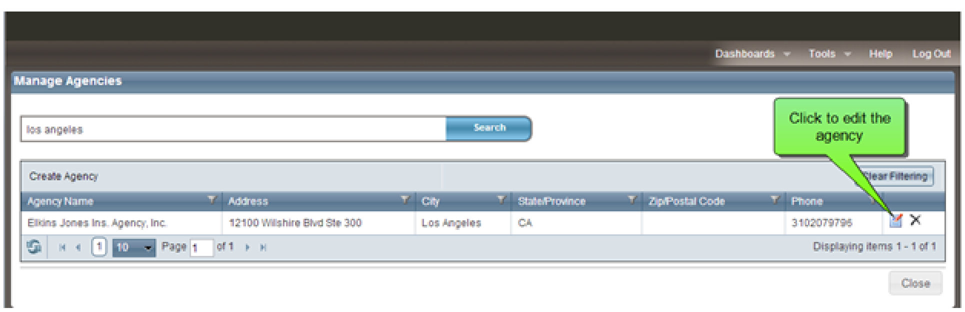
2. Define the agency. The Name field is required. The remaining fields are optional.
3. Associate users with the agency by searching for them using the Search field, then select a user and click the **>** arrow to assign them to the agency. Only users who have a user role which requires an agency association will be displayed in the search results. If the users for this agency have not been created yet, you will have an opportunity to create the agency association from the Create User menu option.



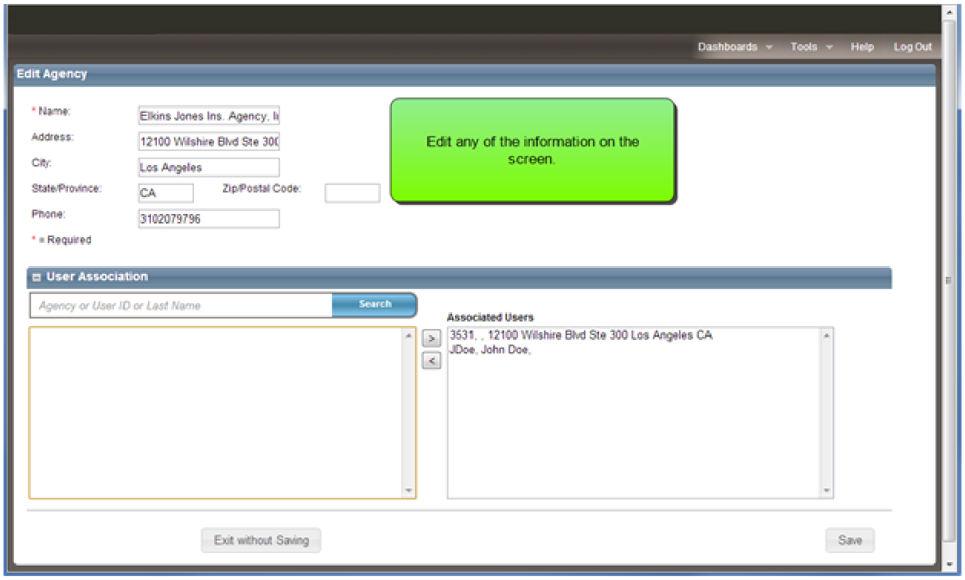
4. Click **Save**.

To edit an existing agency:

1. Click the **Edit** icon next to the agency you wish to edit.



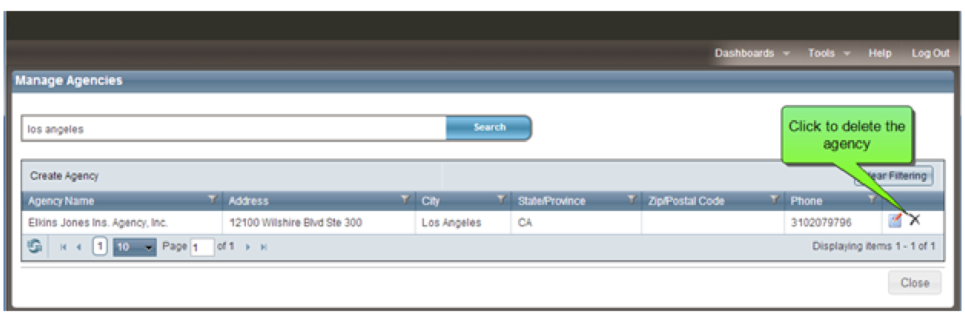
2. The Edit Agency and User Association window appears.



3. Edit the agency information. The Name field is required. The remaining fields are optional.
4. Add or subtract users using the User Association search field and the **<** or **>** arrows.
5. Click **Save**.

To delete an agency:

1. Click the **Delete** ✕ icon next to the agency you wish to delete.

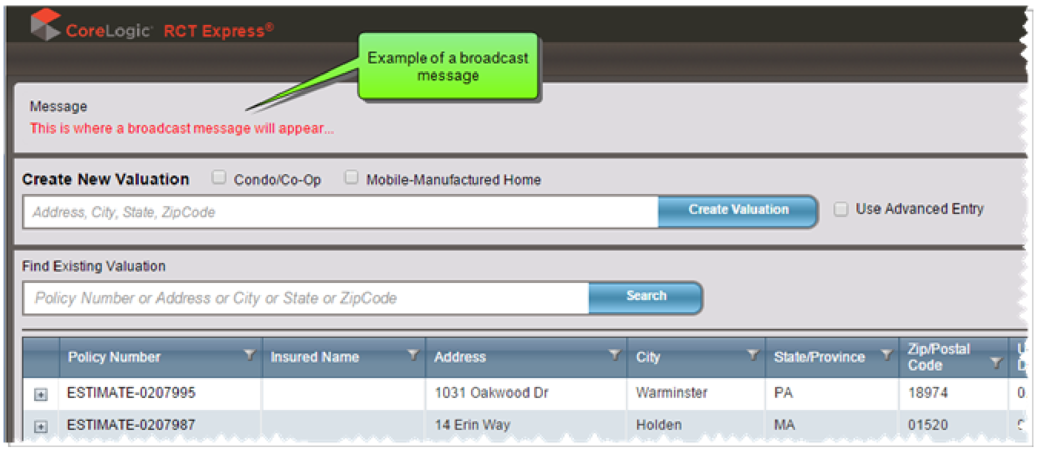


2. The system will prompt you with an "Are you sure?" dialog before deleting. Click **Yes** to confirm your deletion.

Broadcast Message

Administrators can send a broadcast message to RCT users. The message appears on the RCT Express dashboard.

Example:



To send a broadcast message:

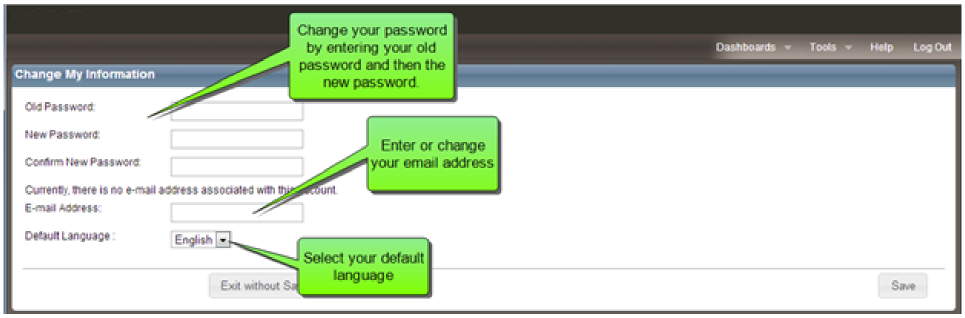
1. From the **Tools** menu, select **Broadcast Message**.

2. Click in the **Broadcast Start Date** field and use the calendar to select a start date.
3. Click in the **Broadcast End Date** field and use the calendar to select an end date.
4. Type your message in the **Broadcast Message** field.
5. Click **Save**.

> **Note:** To remove a broadcast message before the broadcast end date, click **Stop Current Message**.

Change My Information

Use the **Change My Information** page to change your password or your email address.



Change My Information is an option displayed to end users who log into RCT from a log-in screen. This option is not displayed to end users who are seamlessly transferred into RCT without passing through the log-in screen.

To change your password:

1. From the **Tools** menu select **Change My Information**.
2. Enter your old password. (Passwords are case sensitive.)
3. Enter your new password. (The system will prompt you if your password does not meet password strength requirements.)
4. Re-enter your new password to confirm.
5. Click **Save**.

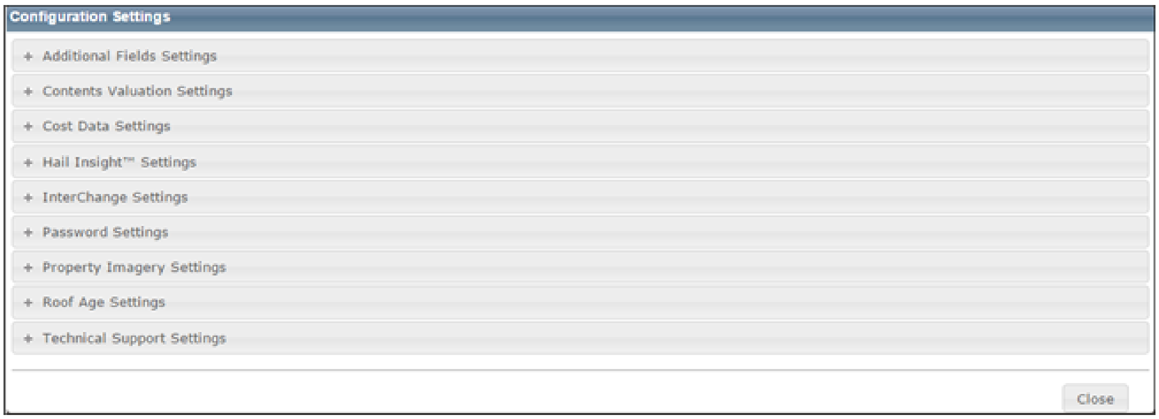
To change your email address:

1. Enter your new email address (your current email address is displayed above the field for the new address)
2. Click **Save**.

You can also select the default language, either English or French.

Configuration Settings

Use **Tools > Configuration Settings** to define additional fields settings, contents valuation settings, cost data settings, Hail Insight™ settings, InterChange settings, password-related settings (password options, password complexity options, and lockout options), roof age settings, and technical support information. The displayed options depends on your licensing and administration settings.



Each section of the various configuration settings is initially collapsed. Click the **+** icon next to the settings you wish to modify and it will expand, displaying all the parameters that you can edit. Note that only options licensed for the client site are displayed.

Close the Configuration Settings panel and return to the dashboard by clicking the **Close** button.

"Additional Fields Settings" on the next page

"Contents Valuation Settings" on page 18

"Cost Data Settings" on page 28

"Hail Insight™ Settings" on page 31

"InterChange Settings" on page 47

"Password Settings" on page 49

"Roof Age Settings" on page 53

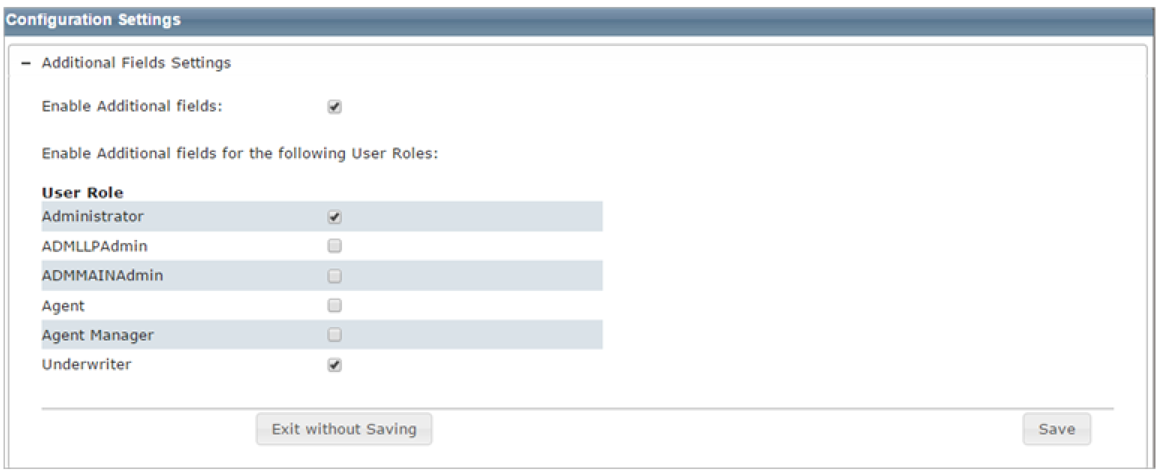
"Technical Support Settings" on page 55

Additional Fields Settings

To access this dialog go to the dashboard and select **Tools > Configuration Settings** and then click **+** next to **Additional Fields Settings**. Use this dialog to enable the feature and to enable additional fields for specific user roles.

Additional fields are client defined fields that can be used to pass through data that will not affect the calculation of reconstruction cost. Examples of how the additional fields can be used is for identifying a particular company or line of business that a valuation is being created for, or for passing cost accounting data that is used for billing back internal costs.

Additional fields can be enabled for specific user roles. When additional fields are used and displayed in a valuation, the information is included on the standard, detailed, and comparison reports. An administrator configures and manages additional fields. A user can view or enter information into the fields for a valuation (if their user role is enabled for this feature).



To enable additional fields:

1. To enable the feature, select the **Enable Additional fields** check box.
2. Enable the feature for specific user roles by selecting the check box next to the desired user roles.
3. Click **Save**. Click the **-** icon to collapse the Additional Fields settings. Click **Close** to close the Configuration Settings dialog and return to the dashboard.

Contents Valuation Settings

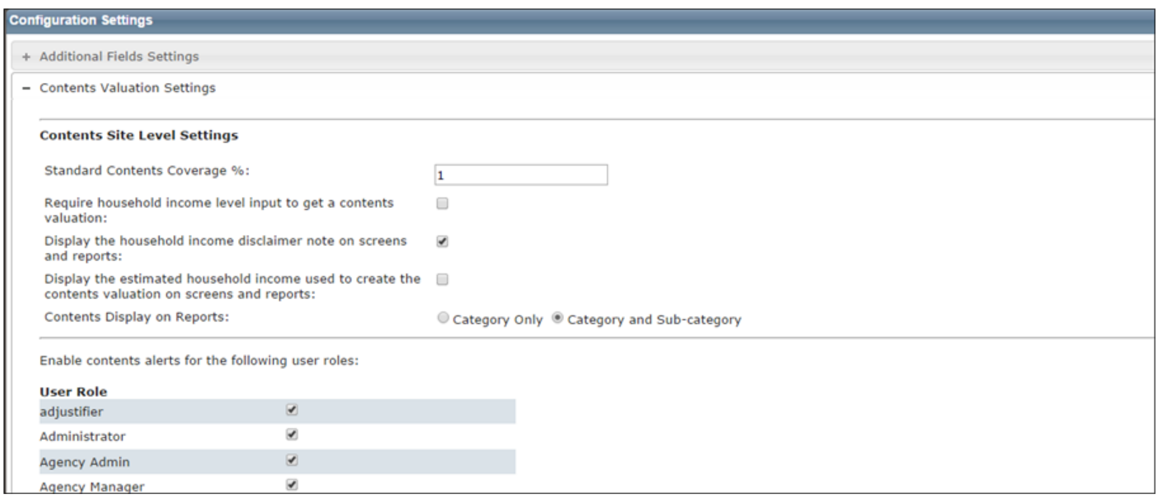
To access this dialog select **Tools > Configuration Settings** and click the **+** to expand the **Contents Valuation Settings** dialog.

> **Note:** This is a separately licensed service. This option will not be displayed on sites that do not have a Contents Valuation license.

Use this dialog to create an informational RCT Alert. Alerts are defined based upon rules that you configure. You can also define the alert message that appears (both English and French) and make specific rules either Active or Inactive. User roles must be enabled to receive alerts.

When the rule you created is true, the defined message appears in the RCT Alerts panel.

> **Note:** The alert generated in RCT Alerts will be a "green" information only alert.



To define the contents valuation:

1. In the **Standard Contents Coverage %** field, enter the desired percentage of reconstruction cost that must be exceeded for an alert to be displayed.
2. Select **Require household income level input to get a contents valuation** if you want to require income level. Household income level is optional.

3. Select **Display the household income disclaimer note on screens and reports** if you want to have a disclaimer appear.
4. Select **Display the estimated household income used to create the contents valuation on screens and reports** if you want to display the estimated income that is used to create the valuation on various screens and reports. If you do not want the income level displayed, uncheck the box.
5. Select either **Category Only** or **Category and Sub-Category** for the level of detail to be displayed on reports and the contents valuation screen.
6. Click **Save**.
7. Click **Close** to close the Configuration Settings and return to the dashboard.

Use the chart below to determine what will be displayed when using the two "Display..." parameters.

Display the household income disclaimer note on screens and reports	Display the estimated household income used to create the contents valuation on screens and reports	Result
On	Off	"**Note: Contents estimate based on a default income level range**" (The income level is not shown)
On	On	"**Note: Contents estimate based on a household income of 46,000 to 75,000**" (The income level displayed will be whatever was selected on the contents valuation dialog)

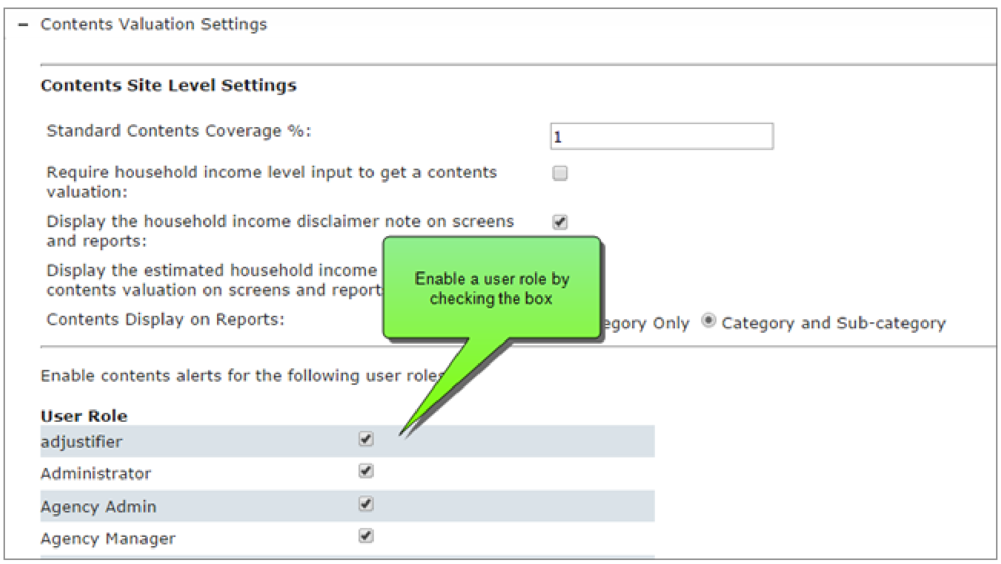
Off	Off	No display
Off	On	No display

For a homeowners valuation the disclaimer (when enabled) will appear on reports that show the details of a contents valuation and on the Valuation Totals screen below the contents valuation details when "more info" is selected. The contents estimate results will be displayed in the Standard, Detail, and Home Owner reports.

For a renters (contents only) valuation the disclaimer note (when enabled) will appear on the contents report.

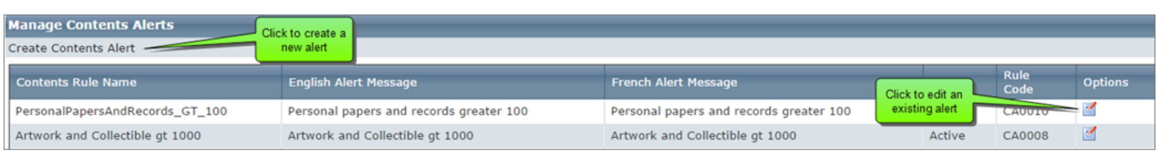
User Roles

Enable contents alerts for specific user roles by selecting the check box next to the user roles you want to enable.



Manage Contents Alerts

You can create new alerts and edit existing alerts by selecting the appropriate link.



Creating a Contents Alert

Contents alerts can be created based on different conditions. If the defined conditions are met in the valuation and the alert is active, an alert message is displayed in the RCT Alerts panel.

You can compare multiple items in one rule by using "and" and "or" conditions.

> **Note:** The alert generated in RCT Alerts will be a "green" information only alert.

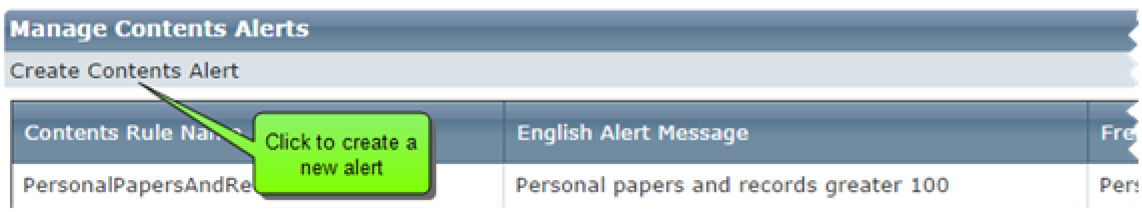
How to create a contents alert:

Step 1

We'll create an example rule that states:

"If the value of artwork and collectibles exceeds $1000 then display an alert message."

To create a new Contents Alert, click **Create Contents Alert**.



The **Edit Rule** screen will open.

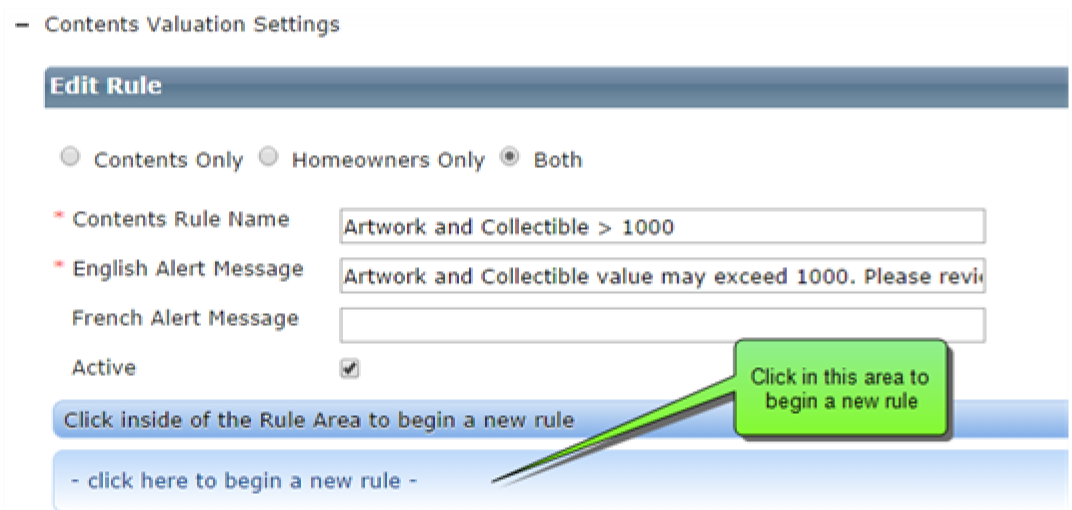
Step 2

Select **Contents Only**, **Homeowners Only** or **Both** for this rule. This determines when this rule is in effect. If Contents Only is selected, the rule will be in effect only for Renters (contents only) valuations. If Homeowners Only is selected, the rule will be in effect only for Homeowners valuations. If Both is selected, the rule will be in effect for both renters and homeowners valuations.

Enter a **Contents Rule Name** and an **English Alert Message**. (You can also enter a French alert message)

Select the **Active** check box to make the rule active.

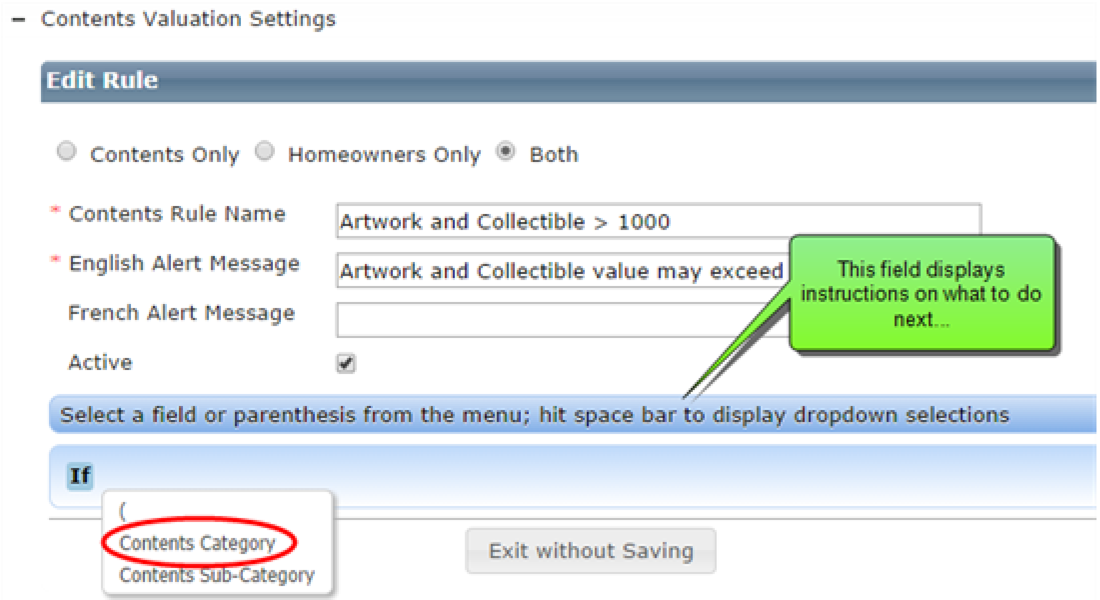
To start defining the rule, click in the blue shaded area.



Step 3

The "**If**" statement appears along with a drop down list of selections.

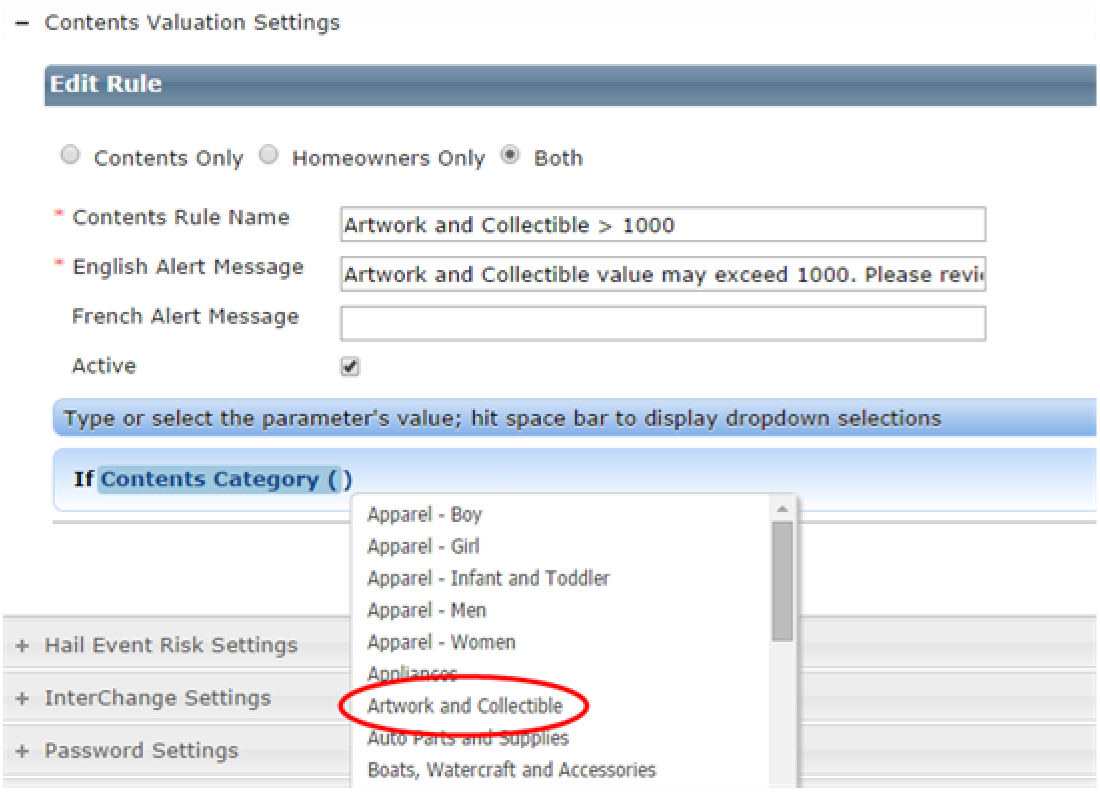
For our example, we will select **Contents Category**.



Step 4

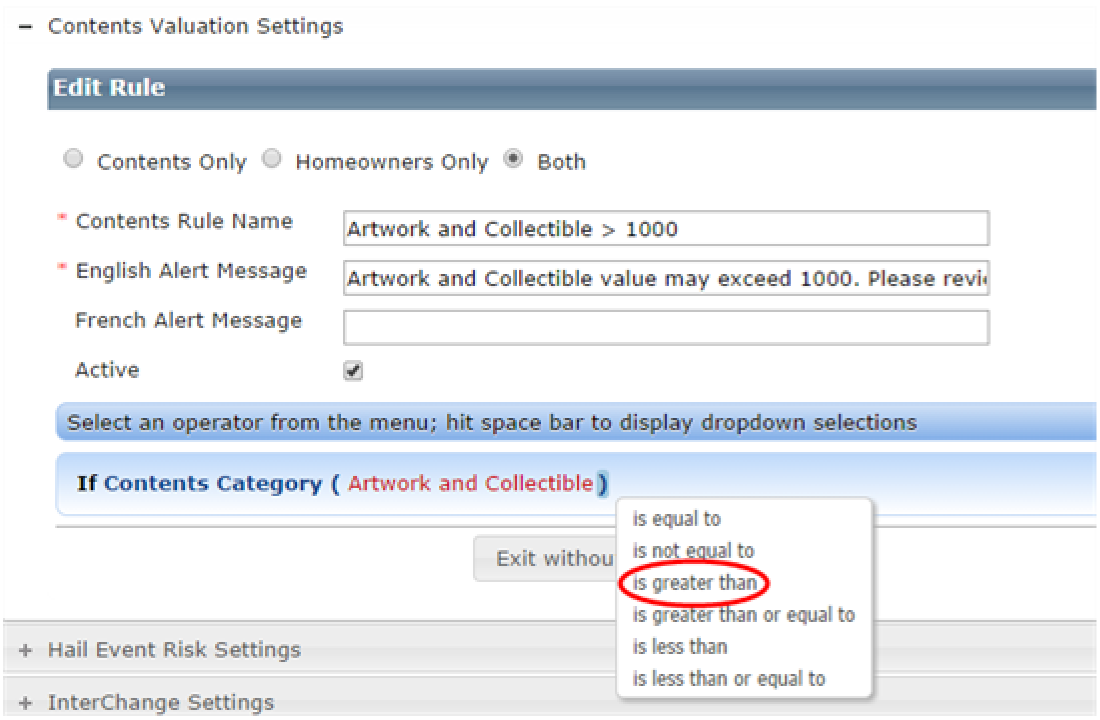
After we selected Contents Category, a drop down list of categories appears.

We'll select "**Artwork and Collectibles**" for our example.



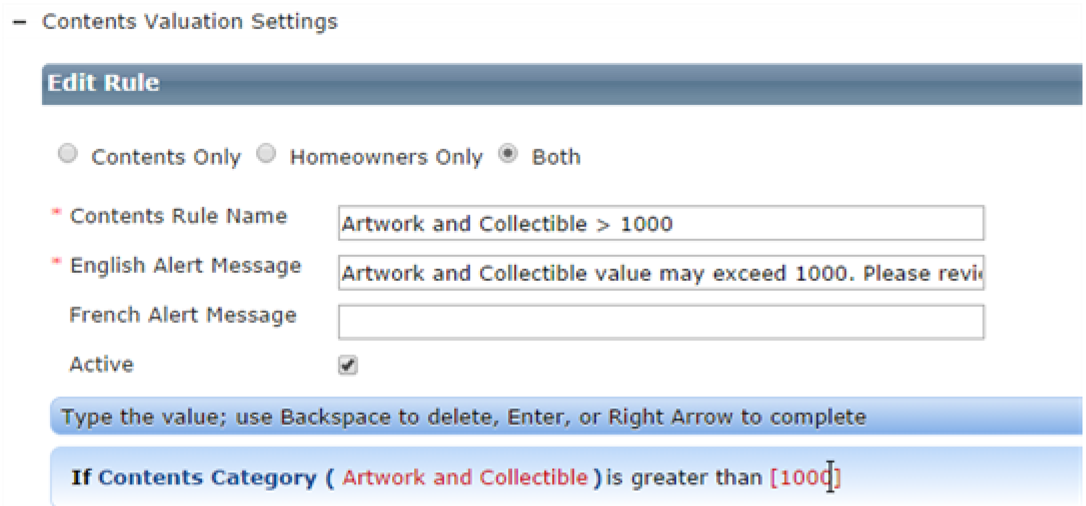
Step 5

A set of comparison operators appears. We'll select "**is greater than**" for our example.



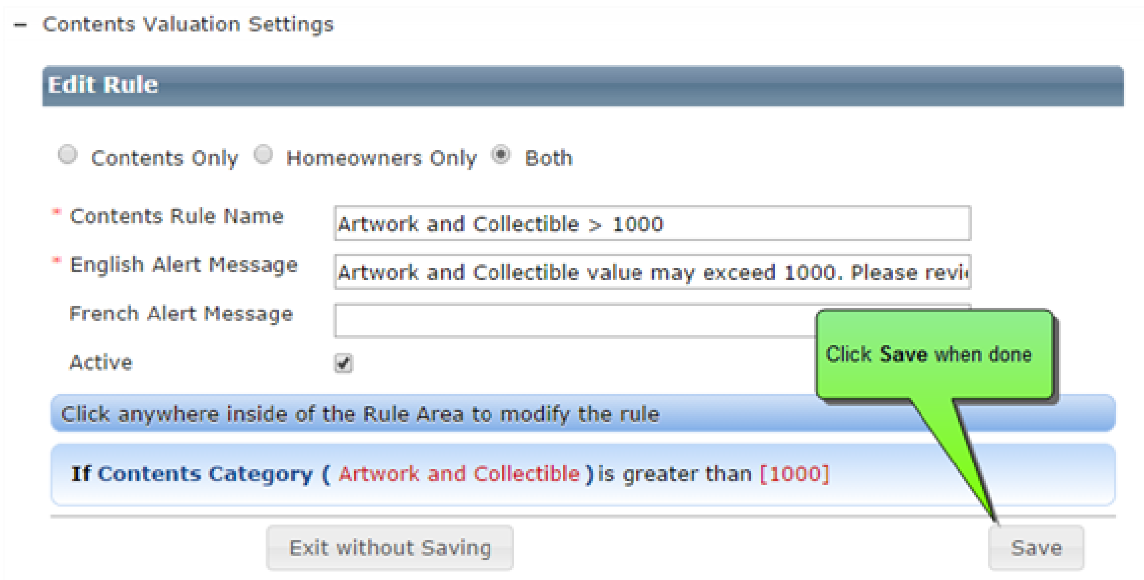
Step 6

We'll enter **1000** between the brackets.



Step 7

Our rule is complete. Click anywhere outside the blue area and then be sure to click **Save**.



If you want to modify the rule, click anywhere inside the rule.

Cost Data Settings

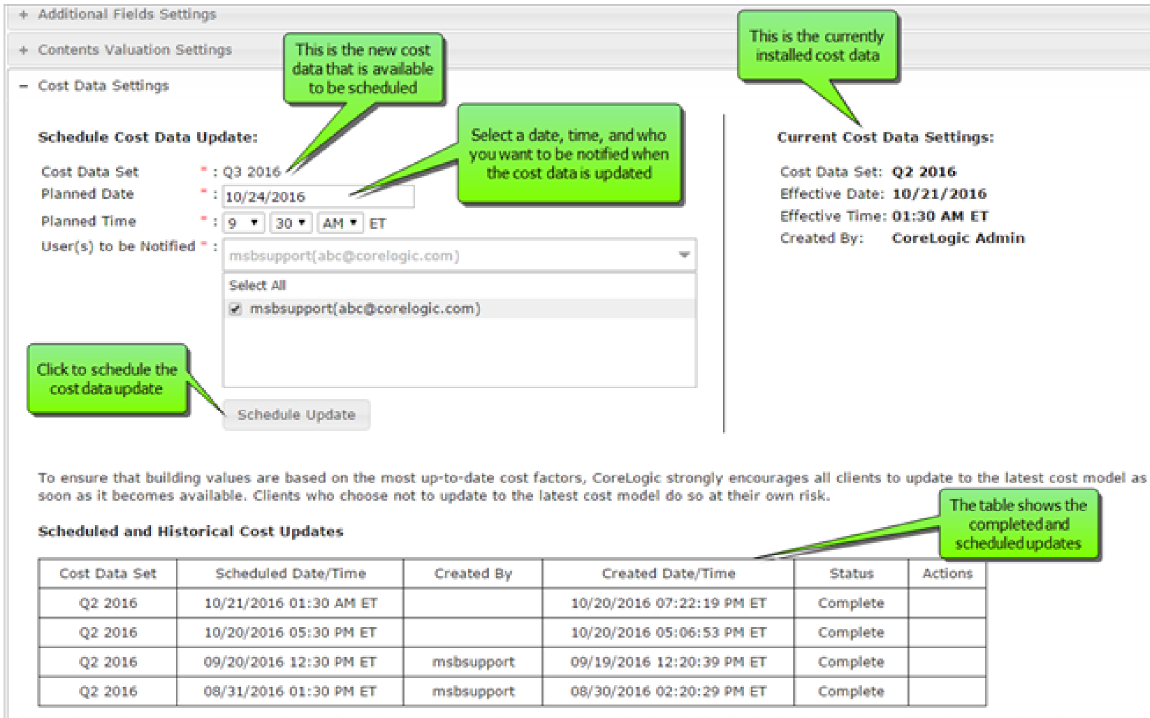
The RCT quarterly cost data updates can be scheduled by going to **Tools > Configuration Settings > Cost Data Settings**.

The screen shows the currently installed cost data set and the newest available set, as well as a table of completed and pending updates.

To schedule an update:

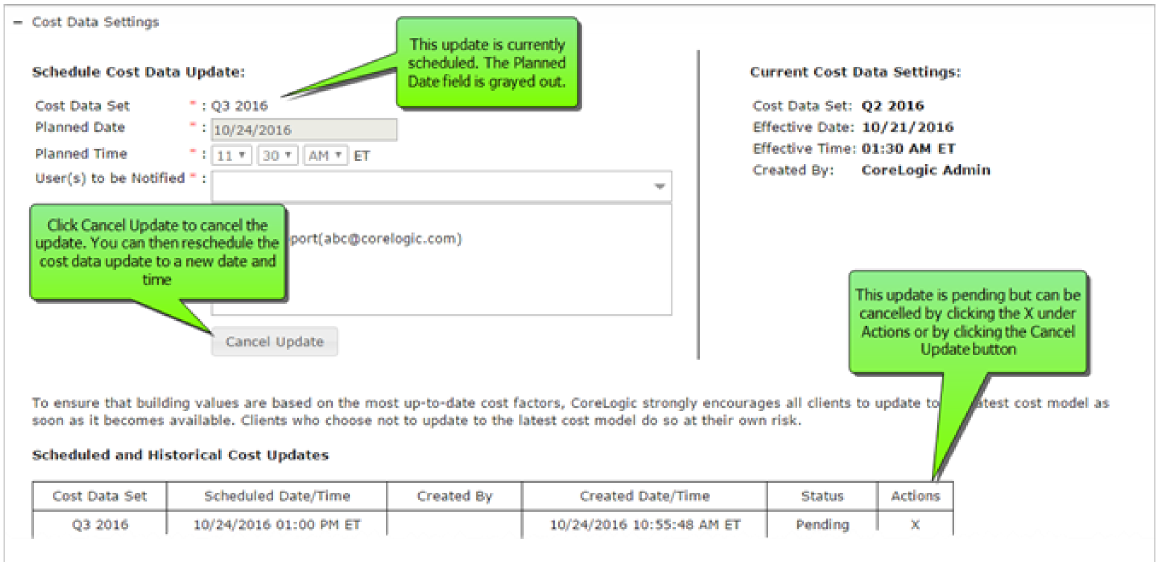
1. Enter a planned date for the update.
2. Enter the planned time. Time can be selected in 30 minute increments.
3. Select the users that you want to be notified of the update. (The list shows all Admin users on the site). Notifications will be sent to selected users when a new cost data update is scheduled, cancelled, or successfully completed.
4. Click **Schedule Update**. The update will now be shown in the table as **Pending**. Once the update takes place, it will show in the table as **Completed**.

> **Note:** If you don't want to manually schedule updates, you can have CoreLogic configure the updates to occur automatically. The table will show all pending and completed updates.



To cancel a pending update:

1. Click the **Cancel Update** button under the currently scheduled update planned date and time. Or in the table click the **X** under **Actions** for the pending update that you want to cancel.
2. An "Are you sure?" dialog will appear. Click **Yes** to cancel the update or **No** if you do not want to cancel the update.
3. A cancelled update can then be rescheduled. Selected users are notified of the cancelled update.



Only one cost data update at a time can be pending.

Hail Insight™ Settings

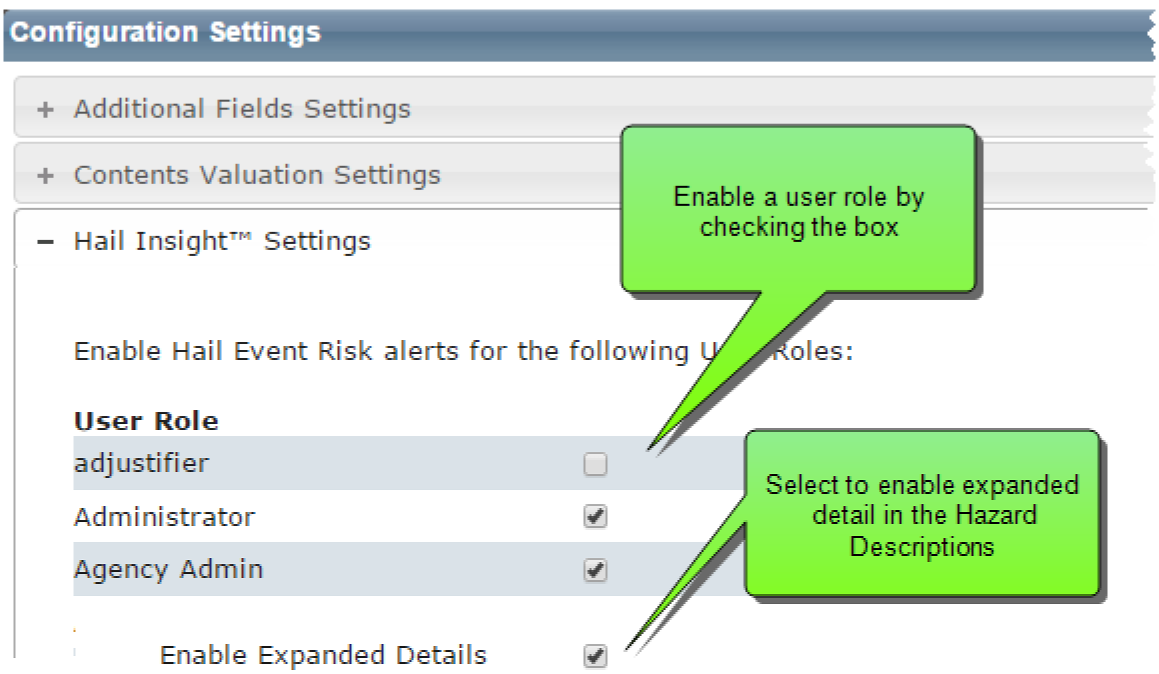
To access this dialog select **Tools > Configuration Settings** and click the **+** to expand the **Hail Insight™ Settings** dialog.

Hail Insight alerts are triggered based on threshold rule sets. Rules sets consist of an alert name, the alert message to be displayed, and defined conditions based on hail damage risk score, roof age, roof cover material or groups of materials, home age, and hail event window days. An alert can be based on a single condition or a combination of conditions. Rules can be active or inactive once they are defined. User roles must be enabled to receive alerts.

User Roles

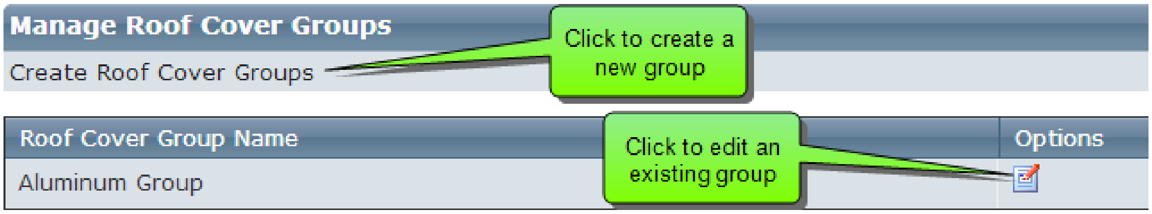
Enable hail event risk alerts for specific user roles by selecting the check box next to the user roles you want to enable.

View additional hail event diameter details by selecting the **Enable Expanded Details** check box.



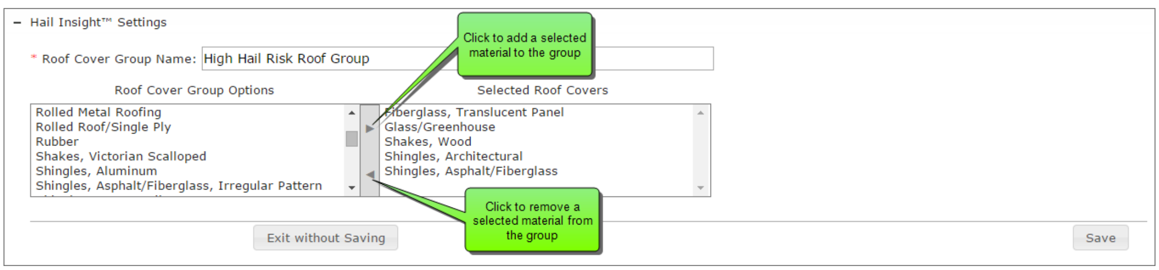
Manage Roof Cover Groups

Roof cover groups can be created that contain multiple roof cover materials. The event alert can then reference a group instead of having to reference many individual materials.



Example:

In the example below, a group was created called "High Hail Risk Roof Group". The desired roof cover materials were added to the group.



Add or remove materials from the group by selecting the material and clicking the appropriate arrow. When you're finished defining the group, click **Save**.

Groups you've created can now be used when defining the hail event alerts. In the examples below, we'll use a group called the High Hail Risk Roof Group. This group would consist of all the roof cover materials that you have defined as being "high risk" to hail events. You could then check to see if the roof cover material defined in the valuation is included in that group.

Note that you do not have to define groups. Rules can be created that will check a single material. However, if you want to check more than a single roof cover material, it is easier to create a group containing them all.

Manage Hail Event Alerts

Hail event alerts can be created based on different conditions. If the defined conditions are met in the valuation and the alert is active, an alert message is displayed in the RCT Alerts panel.

The items that can be used in a rule are:

- **Hail Event Risk Score**: This score (0-10) indicates the risk of a hail event. You can define a rule specifying a score for comparison. For example, you could create a rule that says "If Hail Event Risk Score is greater than or equal to 7".
- **Hail Event Window Days**: This is the number of days since the last hail event. You can define a rule to check if a hail event has occurred within a specified time period. For example, you could create a rule that says "If Hail Event Window Days is less than 30".
- **Roof Age**: This is the roof age (as shown on the Building Information panel). You can define a rule that compares roof age. For example, you could create a rule that says "If Roof Age is greater than 20".
- **Roof Cover Group**: This is a group of roof cover materials that you have previously defined, specifying which roof materials are included in the group. You can define a rule to check if the roof material specified in the valuation is in the group.
- **Roof Cover Material**: You can define a rule that checks for a single roof material. For example, "Roof Cover Material is Copper".
- **Home Age**: This is the age of the home based on the Year Built for the main home.

You can compare multiple items in one rule by using "and" and "or" conditions. For example, you could create a rule that checks "If roof age is greater than 20 *and* the roof cover material is copper".

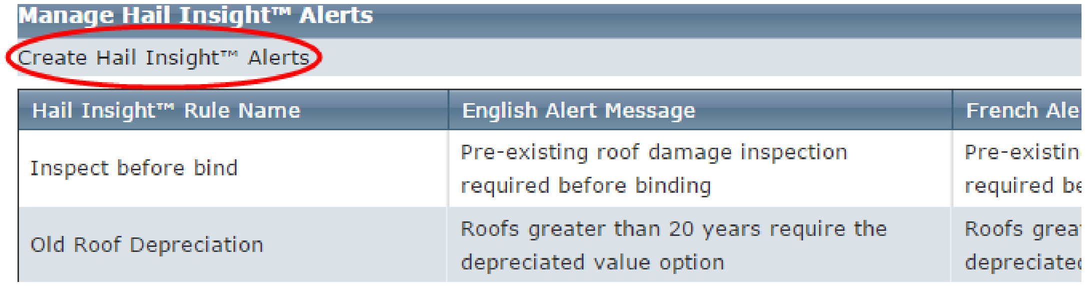
Another example of a rule is: "If the roof age is greater than 20 years and the roof cover material is in the high hail risk group then display an alert message".

Example of creating this rule:

Step 1

We'll create an example rule that states: "If the roof age is greater than 20 years and the roof cover material is in the high hail risk group then display an alert message."

To create a hail event alert, click **Create Hail Event Alerts**



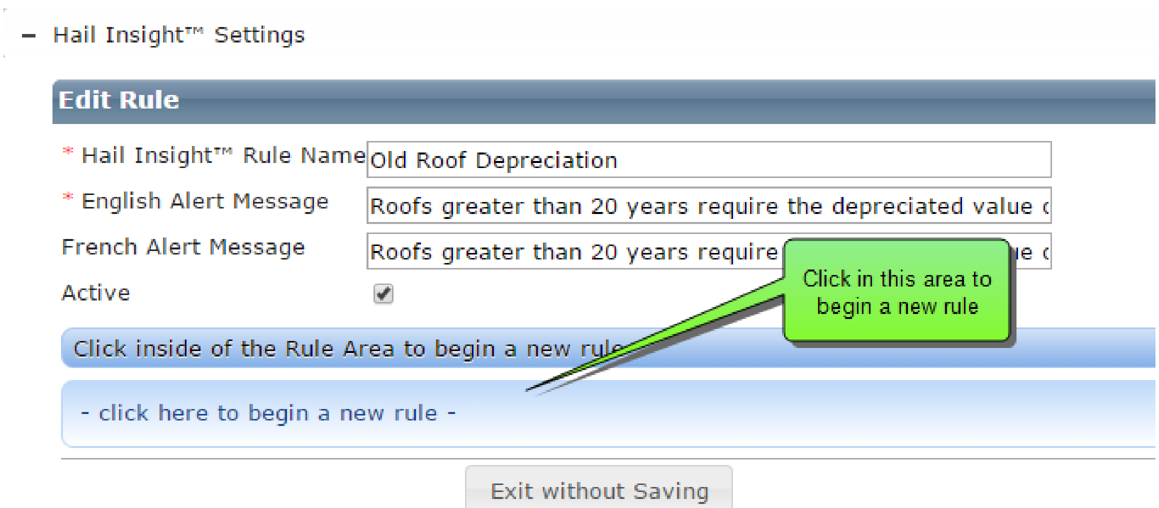
The **Edit Rule** screen will open.

Step 2

Enter a **Hail Insight Rule Name** and an **English Alert Message**. (You can also enter a French alert message)

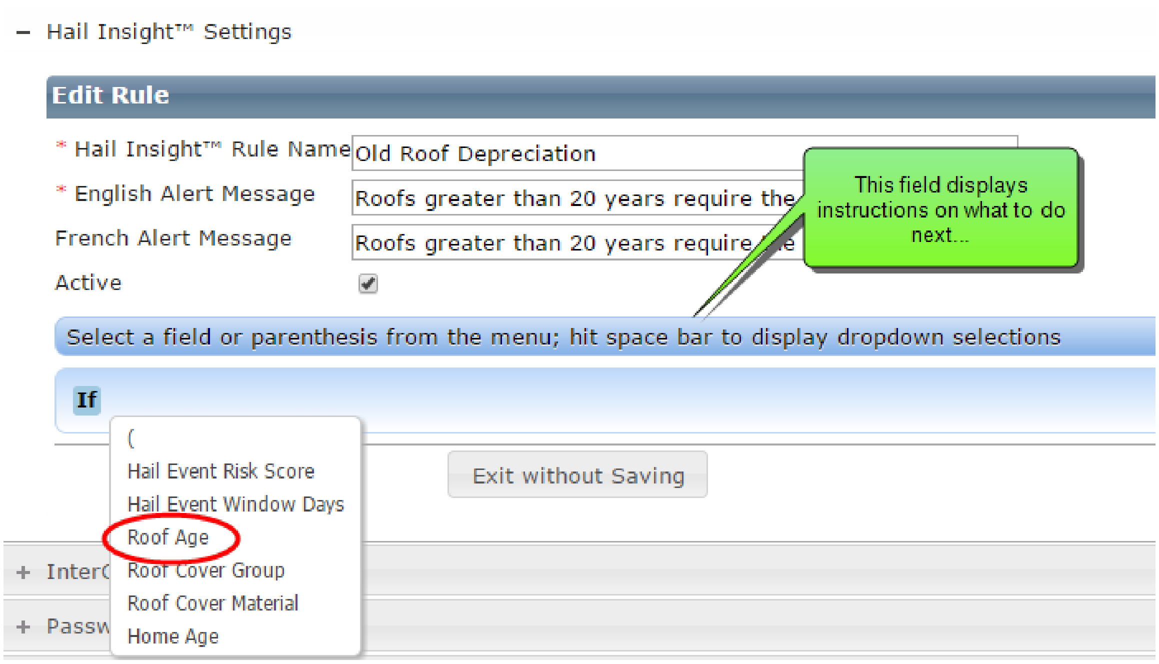
Select the **Active** check box to make the rule active.

To start defining the rule, click in the blue shaded area.



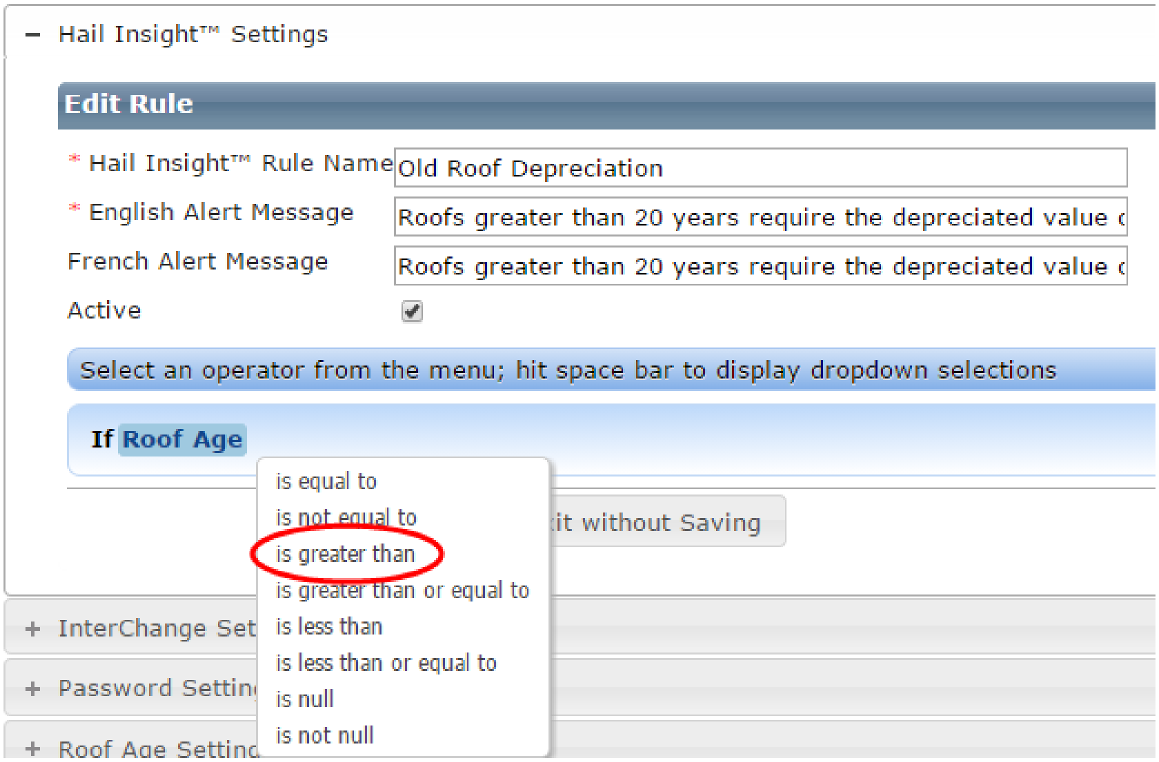
Step 3

The "**If**" statement appears along with a drop down list of selections. For our example, we will select **Roof Age**.



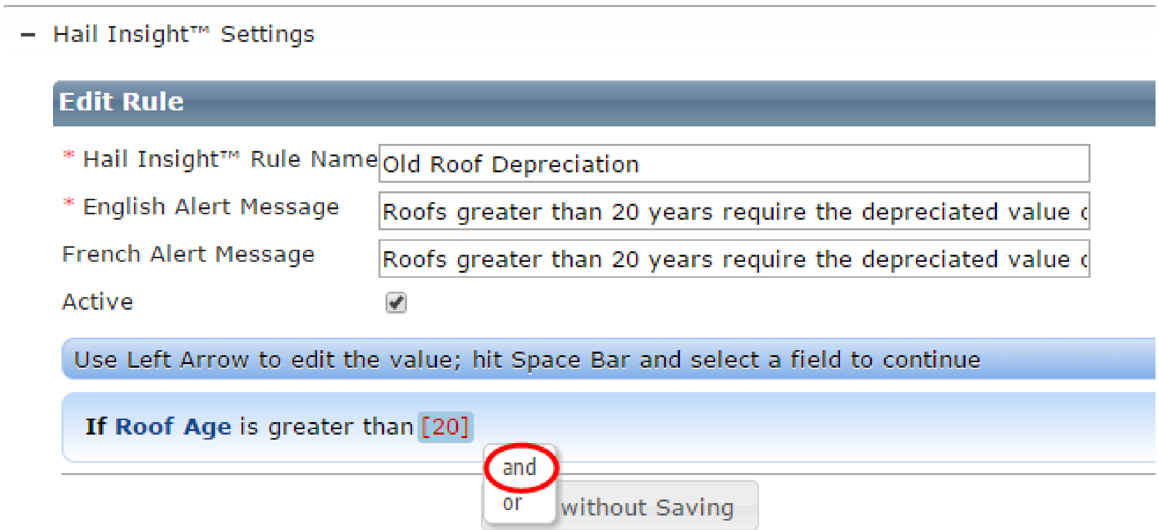
Step 4

After we selected Roof Age, a drop down list of operators appears. We'll select "**is greater than**" for our example.



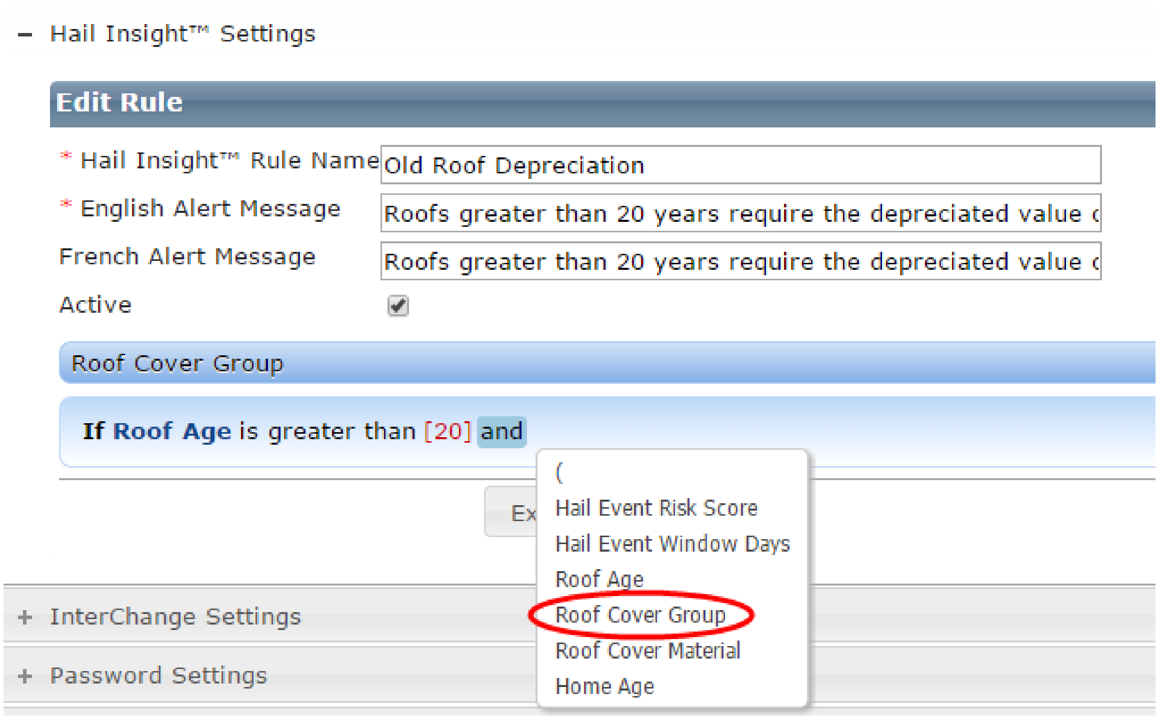
Step 5

A set of empty brackets appears where you can type the number of years for the roof age comparison. We typed "**20**" so now our rule says "If Roof Age is greater than 20". Pressing the right arrow key will make a drop down appear for our next part of the rule. We also want to check to see if the roof cover material is in the High Hail Risk Roof group, so we'll select the "**And**" statement.



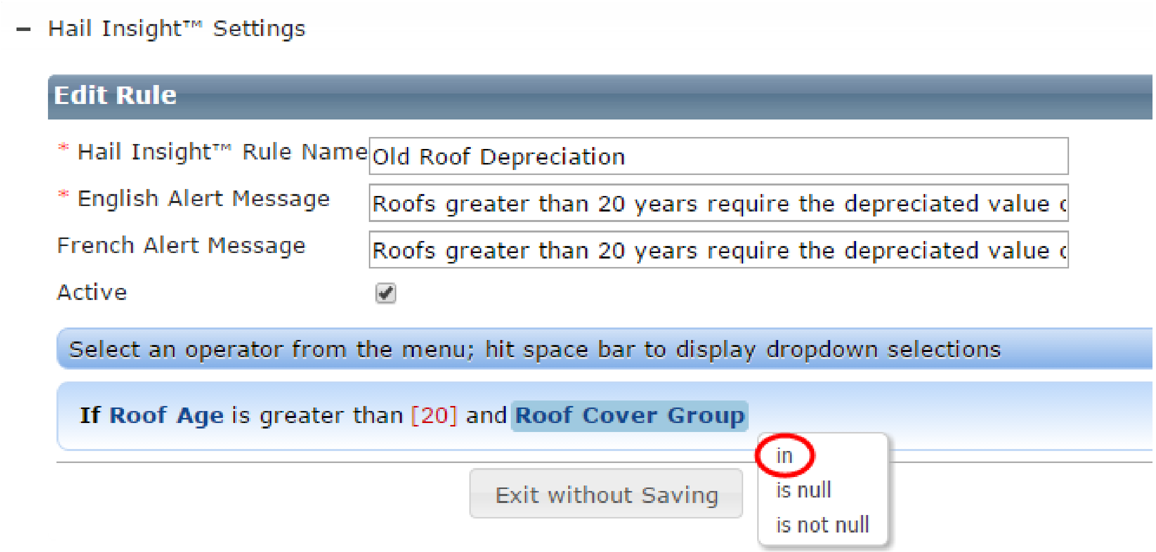
Step 6

After the "**And**" statement, we'll select the "**Roof Cover Group**".



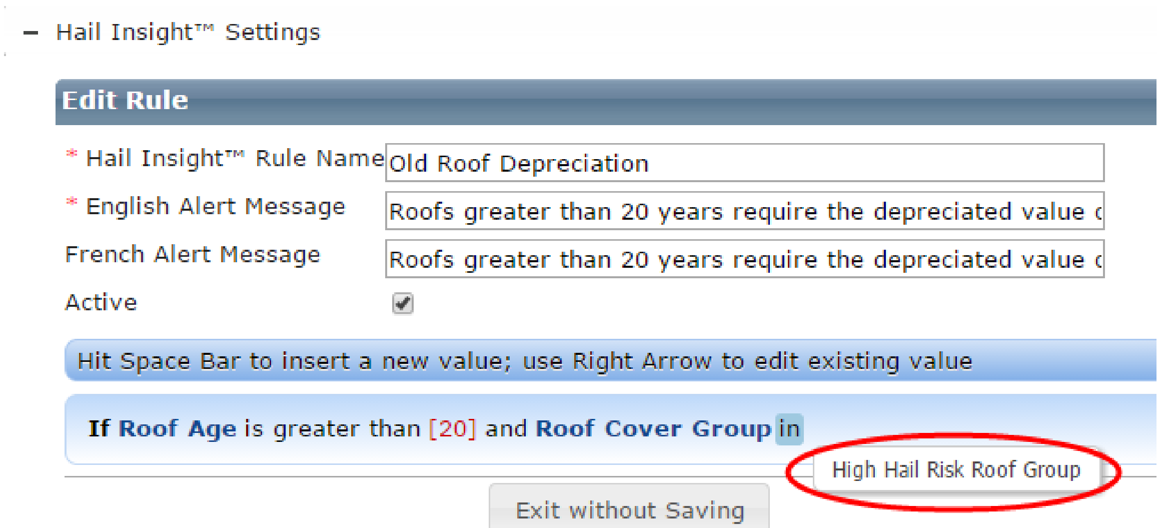
Step 7

We want to see if the roof cover material used on the home is in the **High Hail Risk Roof Group** so we'll select the "**in**" statement.



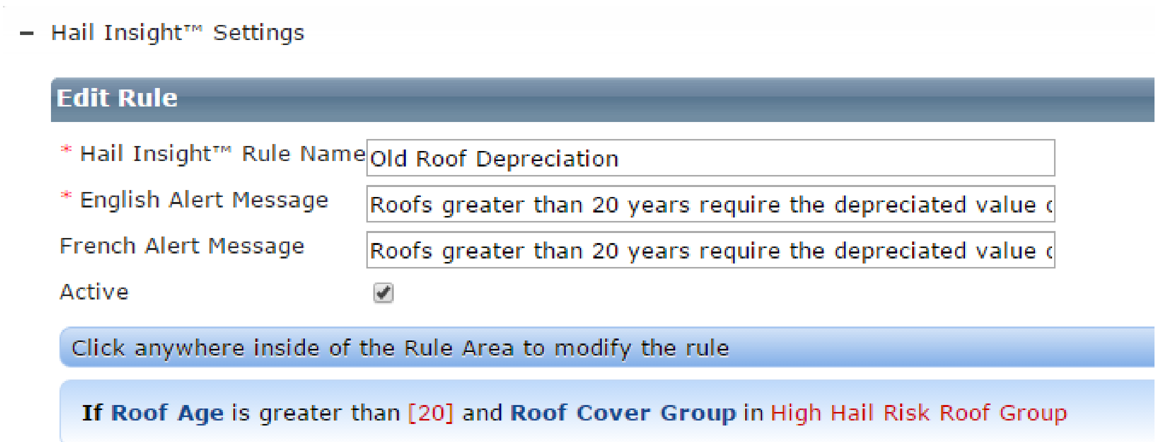
Step 8

Clicking the right arrow key on the keyboard brings up the list of roof cover groups. We'll select the "**High Hail Risk Roof Group**". This group was created under the Manage Roof Cover Groups section of the dialog.



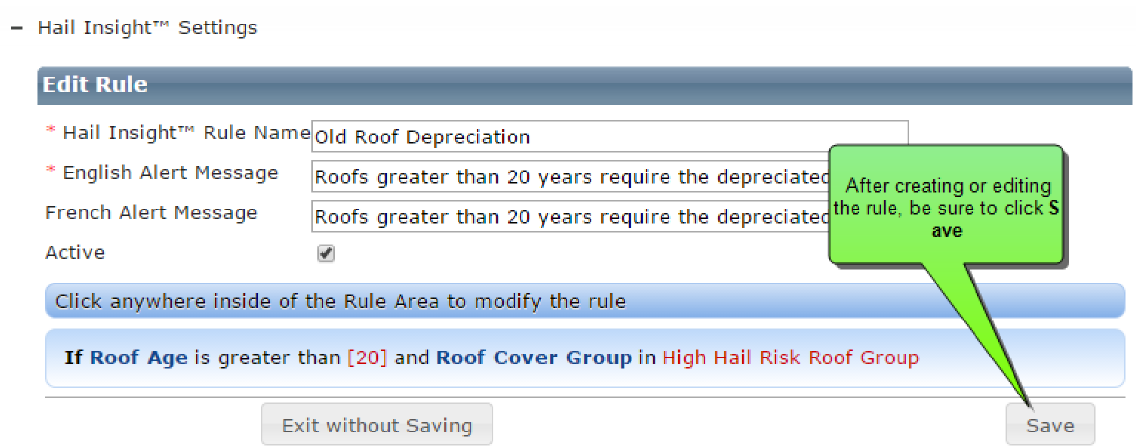
Step 9

Now we have our complete rule. Click outside the blue shaded area to complete the editing of the rule.



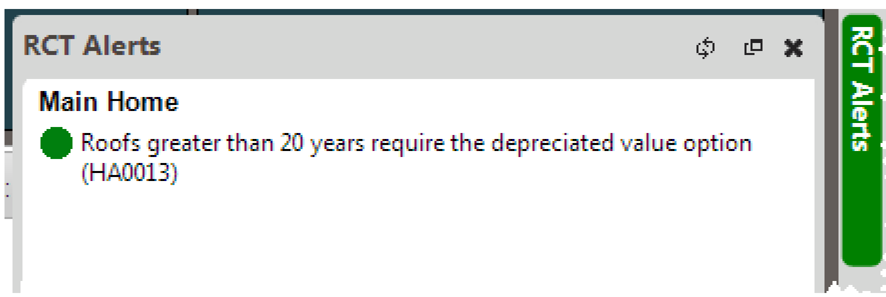
Step 10

After creating or editing a rule, be sure to click **Save**.

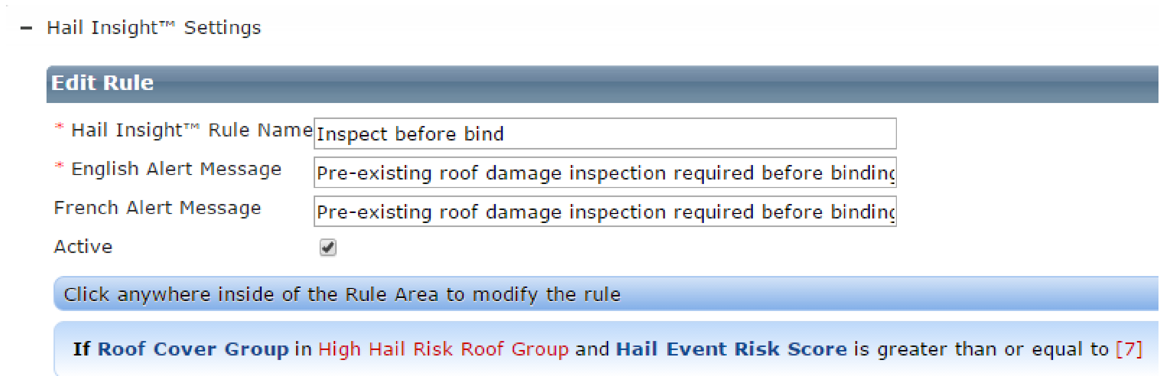


Note: The alert generated in RCT Alerts will be a "green" information only alert.

Example of a hail event risk alert displayed in the RCT Alerts panel:



Another example of a rule is shown below:



This rule will check if the roof cover material for the property is in the High Hail Risk Roof Group and if the Hail Event Risk Score is greater than 7. If so, then the message "`Pre-existing roof damage inspection required before binding`" will be displayed in the RCT Alerts panel.

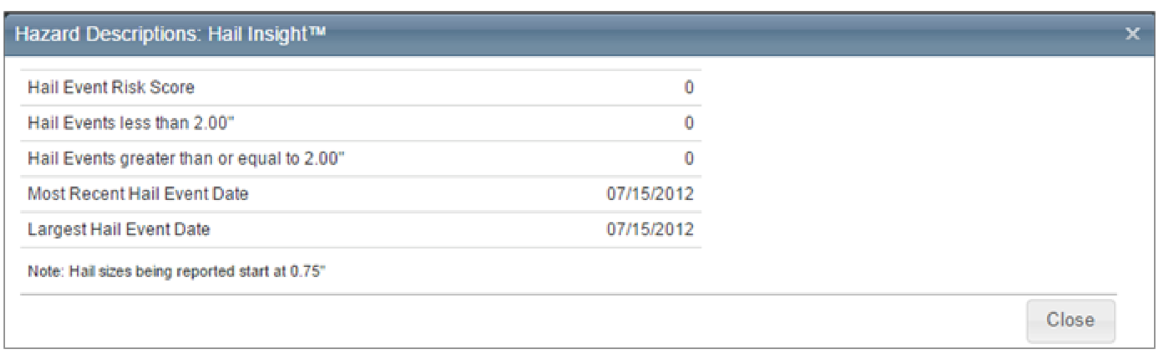
> **Note:** If the style of the home is set to "Condo" then the hail event rule sets will not trigger.

The Hazard Summary panel lets you display the specific Hail Insight details.

Example:

Click **Hail Insight** to display the detailed information. You can view either standard information or an expanded view, depending on the setting you have configured. Select the **Enable Expanded Details** check box located beneath the User Roles to enable an expanded level of information.

Example of standard view:



Example of the expanded view which includes additional details for the hail event diameters:

Hazard Descriptions: Hail Insight™

Hail Event Risk Score	0
Hail Events less than 2.00"	0
Hail Events greater than or equal to 2.00"	0
Most Recent Hail Event Date	07/15/2012
Most Recent Maximum Diameter in Inches At Point	--
Most Recent Maximum Diameter in Inches (1 Mile Radius)	1.2
Most Recent Maximum Diameter in Inches (3 Mile Radius)	1.3
Most Recent Maximum Diameter in Inches (10 Mile Radius)	1.3
Largest Hail Event Date	07/15/2012
Largest Maximum Diameter in Inches At Point	--
Largest Maximum Diameter in Inches (1 Mile Radius)	1.2
Largest Maximum Diameter in Inches (3 Mile Radius)	1.3
Largest Maximum Diameter in Inches (10 Mile Radius)	1.3

Note: Hail sizes being reported start at 0.75"

Close

InterChange Settings

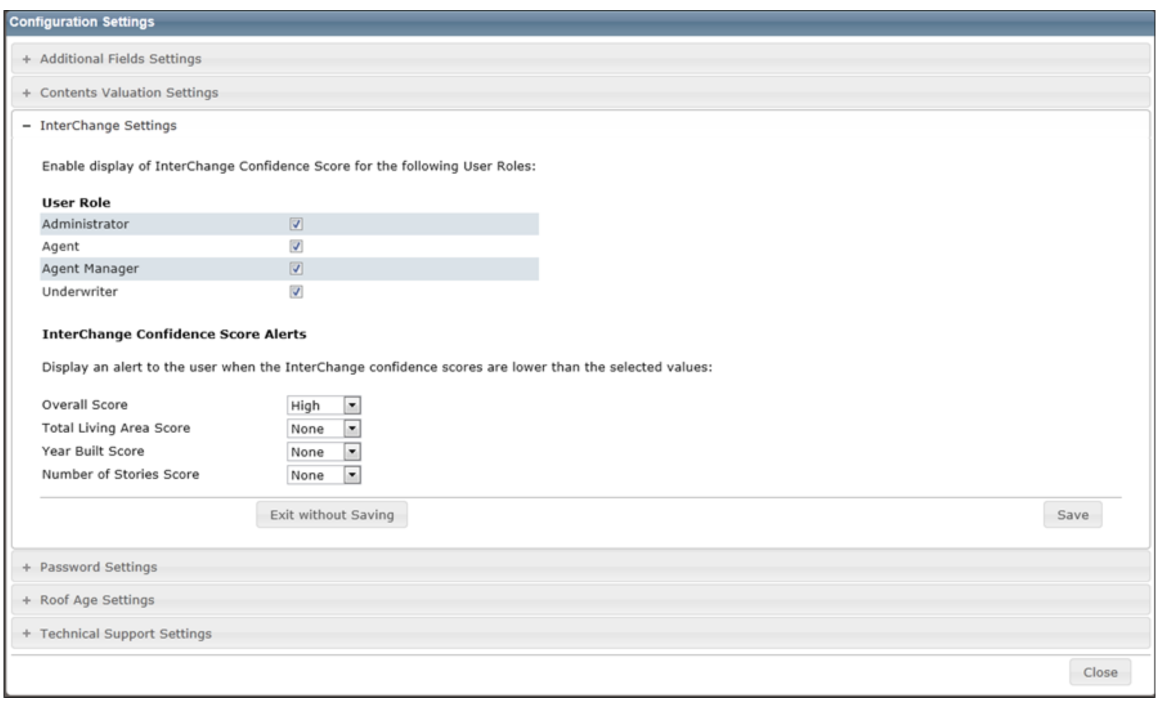
> **Note:** InterChange is used for addresses in the United States. Property Pre-Fill is used for Canadian addresses.

To access this dialog select **Tools > Configuration Settings** and then click **+** next to **Inter-Change Settings** to expand the dialog.

For addresses in the United States use this dialog to enable or disable the display of InterChange confidence scores for specific user roles and to define the score alerts. The confidence scores are displayed on the Building Information Panel and the Overall Score is displayed on the Building Information Summary for any user role that is checked.

If values are selected for the RCT Alert messages, the alerts will be displayed for any user role that has the InterChange confidence scores enabled.

> **Note:** Property Pre-Fill does not use Confidence scores. They are only active for U.S. addresses.



To define InterChange settings:

1. Enable the display of InterChange confidence scores for specific user roles by checking the box next to the user roles. You can select multiple roles.
2. Define InterChange confidence score alerts for each score by using the drop down menus next to each score type. Select from None, Low, Medium, or High. An alert will be displayed in the RCT Alerts panel when a score is lower than the selected value.
3. Click **Save**. Click the **-** icon to collapse the InterChange settings. Click **Close** to close the Configuration Settings dialog and return to the dashboard.

Password Settings

Use the following settings to configure password security. To access this dialog, click **Tools > Configuration Settings** and then click **+** to expand the **Password Settings**. When finished making changes click **Save**.

Password Options:

Minimum password length	This setting determines the minimum number of characters that a user's password must contain. The minimum password length is 1 and the maximum is 40. Listed below are suggestions for setting this feature based on the level of security desired. Low: 1 Medium: 6 High: 8
Password history - times before password reuse	This setting determines the number of unique new passwords that can be associated with a user account before an old password can be reused. This value must be between 1 and 100. Use 0 (or blank) to disable this feature. Listed below are suggestions for setting this feature based on the level of security desired. Low: Blank or zero Medium: 5 High: 20

Password expiration	This setting determines the amount of time (in days) that a password can be used before the system requires the user to change it. This value must be between 1 and 2147483648. Use 0 (or blank) to disable this feature. Listed below are suggestions for setting this feature based on the level of security desired. Low: Blank or zero Medium: 90 High: 45
First time login change password	This setting determines whether users must reset their password when they first log on after a password configuration setting change or as a new user. Listed below are suggestions for setting this feature based on the level of security desired. Low: Unchecked (No) Medium: Checked (Yes) High: Checked (Yes)
Require email address	This setting determines if users are required to enter an email address when resetting their password. Listed below are suggestions for setting this feature based on the level of security desired. Low: Unchecked (No) Medium: Unchecked (No) High: Checked (Yes)

Password Complexity Options:

Uppercase character	This setting determines if users are required to use at least one uppercase character in their password. Using at least one uppercase character in conjunction with other characters increases the level of security. Listed below are suggestions for this feature based on the level of security desired. Low: Unchecked (No) Medium: Unchecked (No) High: Checked (Yes)
Lowercase character	This setting determines if users are required to use at least one lowercase character in their password. Using at least one lowercase character in conjunction with other characters increases the level of security. Listed below are suggestions for this setting based on the level of security desired. Low: Unchecked (No) Medium: Unchecked (No) High: Checked (Yes)
Number	This setting determines if users are required to use at least one numeric symbol in their password. Using numeric symbols such as 1, 2, 3 increases the level of security. Listed below are suggestions for this setting based on the level of security desired. Low: Unchecked (No) Medium: Unchecked (No) High: Checked (Yes)

Special character	This setting determines if users are required to use at least one special character as part of their password. Using special characters such as &, *, !, %, $ as part of the password increases the level of security. Listed below are suggestions for this setting based on the level of security desired. Low: Unchecked (No) Medium: Unchecked (No) High: Checked (Yes)
Password may contain username	This setting determines if the user name may be used as part of the password. Passwords that contain all or part of the user name create a possible security risk. Listed below are suggestions for this setting based on the level of security desired. Low: Checked (Yes) Medium: Checked (Yes) High: Unchecked (No)

Lockout Options:

Number of failed login attempts	This setting determines if users will be locked out of the application based on the number of failed login attempts. The value must be between 1 and 2,147,483,648. Use 0 (or blank) to disable this feature. Listed below are suggestions for this setting based on the level of security desired. Low: Blank or zero Medium: 5 High: 3

Roof Age Settings

To access this dialog select **Tools > Configuration Settings** and then click **+** next to **Roof Age Settings**. Use this dialog to set the minimum roof age confidence score.

> **Note:** Roof Age is a separately licensed service. This option will not be displayed on sites that do not have a license for Roof Age.

Roof age lookups are address-specific lookups that return both a roof age and a roof age confidence score. The confidence score is a calculated score (low, medium, high, or modeled) used to indicate the confidence in the roof age that is being provided. Confidence levels are determined by the presence or absence of a roof permit or the greater of year built/permit coverage start date within a jurisdiction and the level of rigor of the jurisdiction that enforces roof permits.

The roof age confidence score is displayed on the Edit Building Information dialog.

The roof age and confidence score may be updated by selecting **Options > Refresh Roof Age** on the valuation screen.

Roof age and roof age confidence score are displayed on the Standard and Detailed reports.

The minimum roof confidence score tells the system what the lowest acceptable confidence score is that should be provided for any address. For example, setting the minimum confidence score to "Low" means that roof ages with confidence scores of high, medium or low should be returned by the system and displayed to the end user, but that modeled scores should be excluded. Using this setting, if an address returned a roof age with a high score it would be displayed but for another address with a modeled roof age, no roof age would be displayed and the roof age data entry field on the Building Information Panel would remain null unless the end user provides a roof age.

If the system provides a roof age, the roof age confidence score is displayed below the roof age field on the Building Information Panel. If the end user changes the roof age, the confidence score is removed from the page since it no longer applies to the entered value.

To set the minimum roof confidence score:

1. Use the drop down menu and select either Modeled, High, Medium, or Low.
2. Click **Save**. Click the **-** icon to collapse the Roof Age settings. Click **Close** to close the Configuration Settings dialog and return to the dashboard.

Technical Support Settings

Use the following settings to configure your technical support information. To access this dialog, select **Tools > Configuration Settings** and then click **+** to expand the **Technical Support Settings**. Click **Save** after making any desired changes.

Every RCT Express site can be customized with support contact information and instructions specific to the carrier.

> **Note:** Valid user permission is required to edit any information on this page.

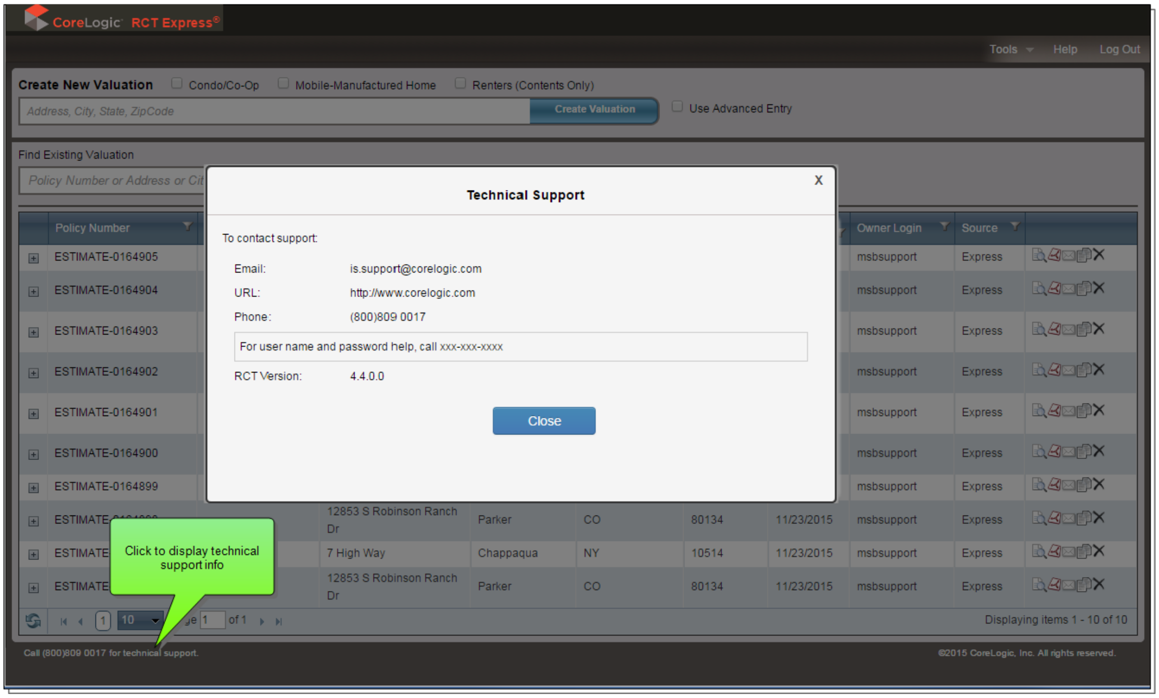
Information that can be edited includes:

- Email
- URL (website)
- Phone
- English instructions
- French instructions
- Version (The version number is display only and cannot be edited)

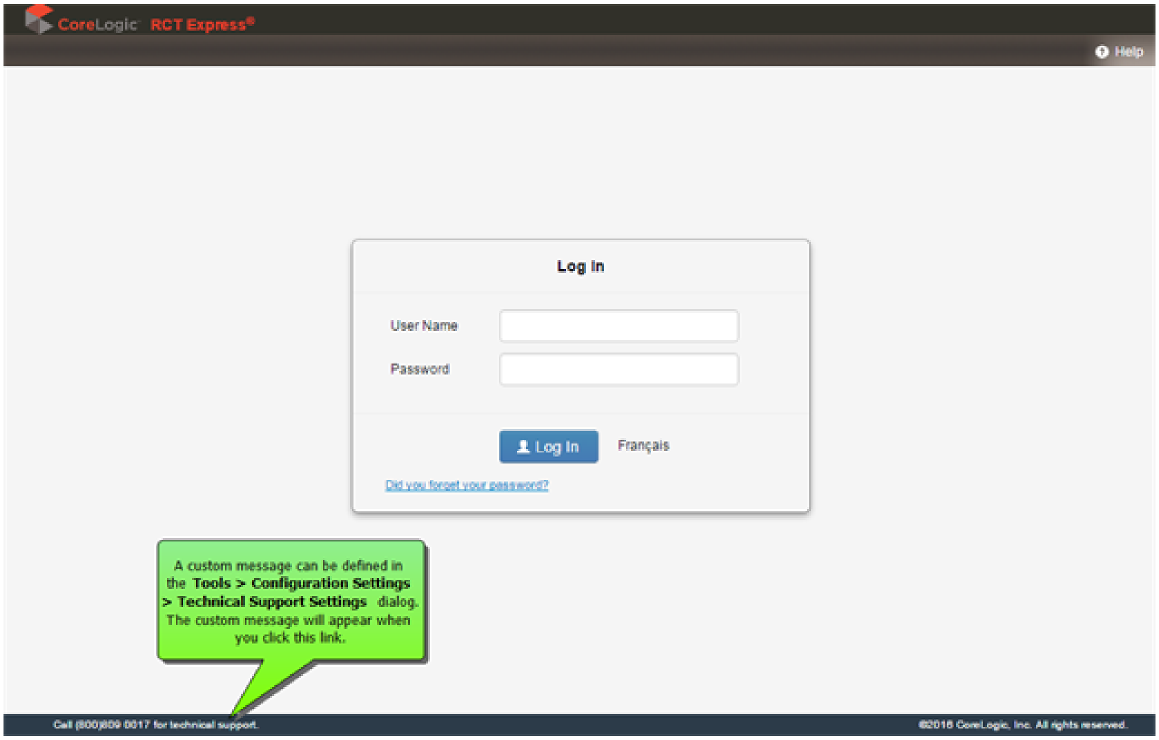
Email addresses and URLs will be validated by the system.

After editing any information, click **Save**.

The technical support link is available in the bottom left corner from any screen in RCT Express. When the user clicks the technical support link a pop-up is displayed with the information which has been entered above.



If you defined Additional English Instructions or Additional French Instructions, they will appear when you click the technical support link. The Additional English or Additional French instructions will not display if these fields are left blank.


CoreLogic RCT Express®
Help
Log In
User Name
Password
Log In
Français
Did you forget your password?
A custom message can be defined in the Tools > Configuration Settings > Technical Support Settings dialog. The custom message will appear when you click this link.
Call (800)809 0017 for technical support.
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Manage Additional Fields

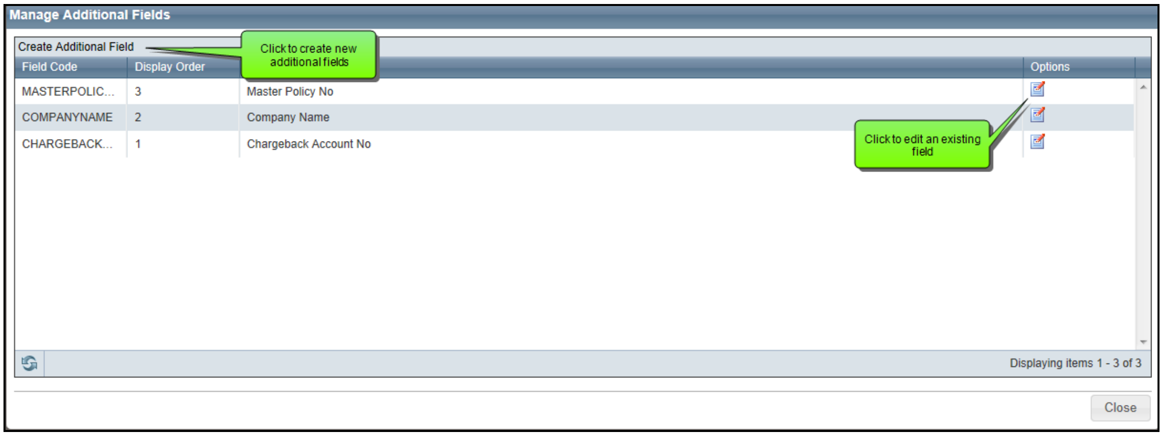
From the dashboard, select **Tools > Manage Additional Fields** to display the Manage Additional Fields dialog where you can create and edit the fields.

Additional fields are client defined fields that can be used to pass through data that will not affect the calculation of reconstruction cost. Examples of how the additional fields can be used are for identifying a particular company or line of business that a valuation is being created for or for passing cost accounting data that is used for billing back internal costs.

Once an additional field has been defined it becomes a permanent part of the RCT Express database. In order to maintain data integrity, Additional Fields can be deactivated if they are no longer desired but they cannot be deleted. The Field Code must be unique and once established cannot be changed, but the Field Names (English and French) which are the labels that are displayed in the user interface and on reports can be changed.

The set-up controls whether an individual field is displayed in the user interface and whether end users are allowed to update those fields. This allows the additional fields to be updated and managed behind the scenes through ExpressLync4 web services without any visibility to end users in the user interface.

If the purpose of an Additional Field is to collect user input, the data types allow the possibility to collect free form entries or to provide dropdown lists of pre-established values from which to select.



On the Manage Additional Fields dialog you can view the fields that have already been defined. The Field Code, Display Order, and Field Name is displayed.

You can create a new field by clicking **Create Additional Field**.

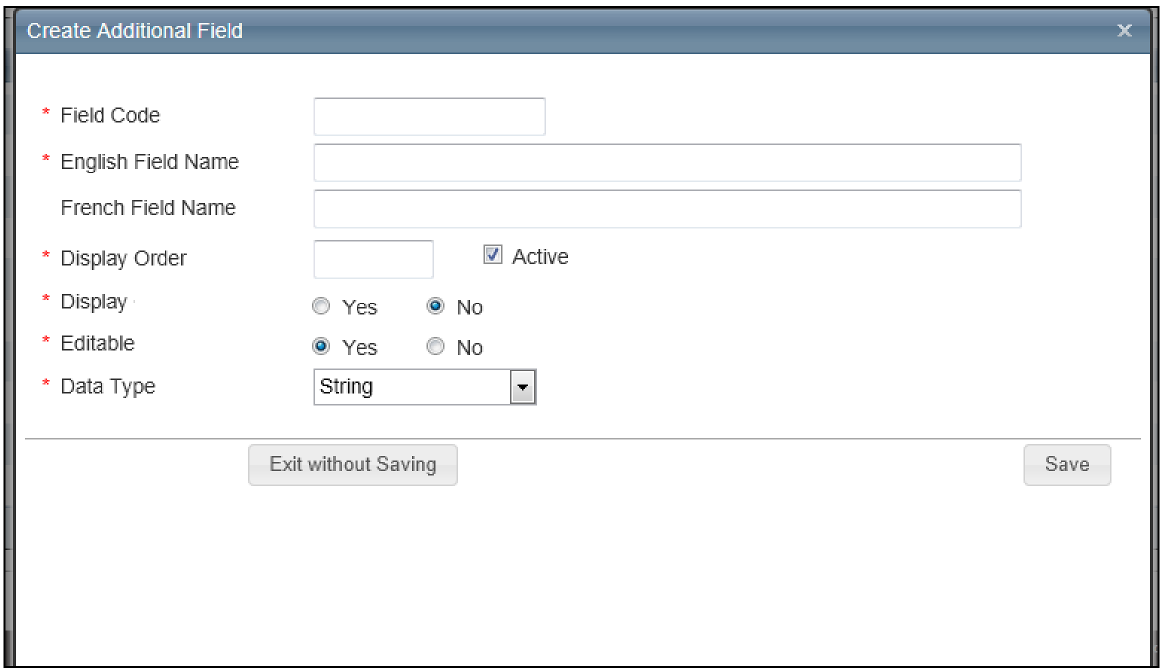
You can edit an existing field by clicking the **Edit** button ( ) in the **Options** column for the field you wish to edit.

Additional fields are enabled under **Tools > Configuration Settings**.

Create Additional Fields

To create Additional fields:

1. From the dashboard select **Tools > Manage Additional Fields**.
2. On the Manage Additional Fields dialog, click **Create Additional Field**.The Create Additional Field dialog opens.
3. Enter the desired information into each field. Required fields are indicated with a red asterisk (*).
4. Click **Save** when done. Repeat the procedure to create more Additional fields.



Field definitions:

Field Code

Enter a name used to identify the field. The field code is not displayed to the user. This field must be unique.

English Field Name

Enter a name for the field. This field name is displayed to the user.

French Field Name

Optionally, enter a French field name.

Display Order

Enter a numeric value for the order in which you want the fields displayed. The system will display an alert message if the number for the display order has been previously used for another field.

Active

Selecting the Active field makes the field eligible to be displayed to the user. The Display field can then be used to turn the display of the field on or off to the user. If Active is unchecked the field is now inactive and is not eligible to be displayed to the user regardless of the state of the Display field (Active has priority over Display). The active field is a quick way to turn the field on or off while keeping all the original settings for the field. Note that unchecking the Active field will hide the field going forward, but the field will still be displayed for previous versions of a valuation.

Display

If set to Yes, the user can see the field (if it is Active). If set to No, the user cannot see the field.

Editable

If set to Yes, the user can edit the information in the field. If set to No, the field is read-only and cannot be edited.

Data Type

Select the data type for the field. It can be one of the following types:

Currency: This format is used for dollar amounts. A $ symbol is automatically inserted.

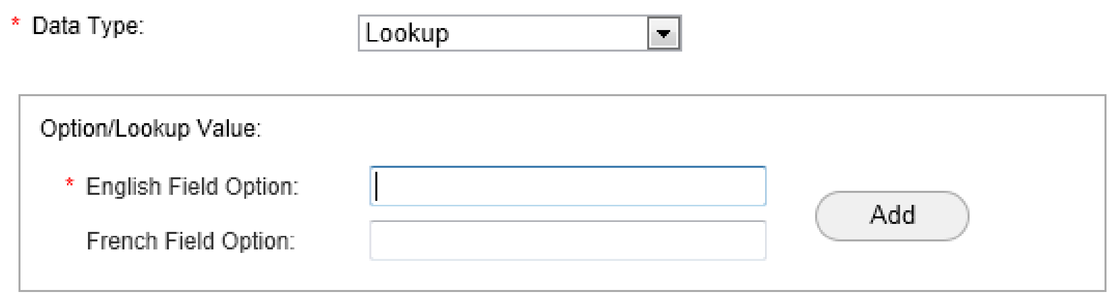
Date: If the date format is selected for the data type, a calendar icon ( ) appears next to the field. A user can select the date from the calendar or type the date in mm/dd/yyyy format.

Decimal: This format is used for decimal value entries.

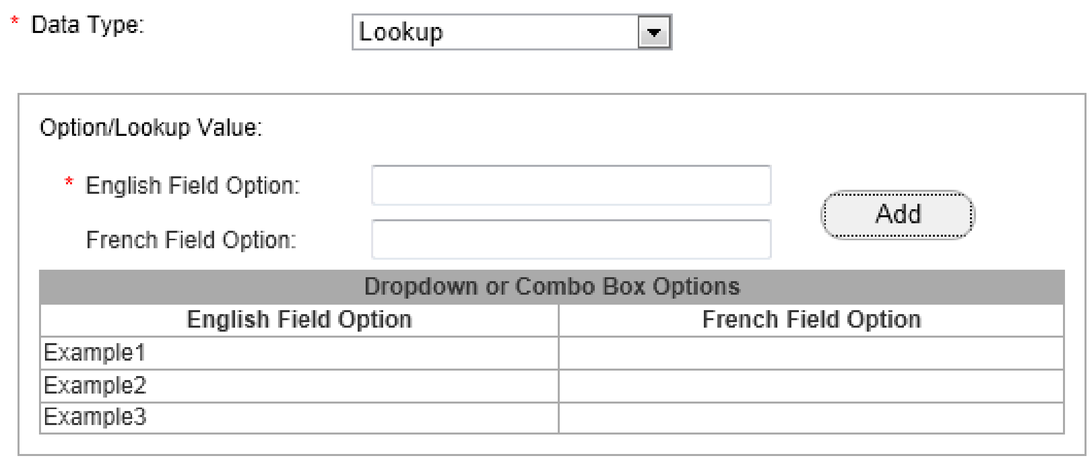
Whole Number: This format is used for whole number values (no decimal places).

Lookup: This format is used to define values that can be selected from a dropdown list. The user can then select one item from the dropdown list when entering values in Additional fields for a valuation.

When you select Lookup as the data type the following fields appear:

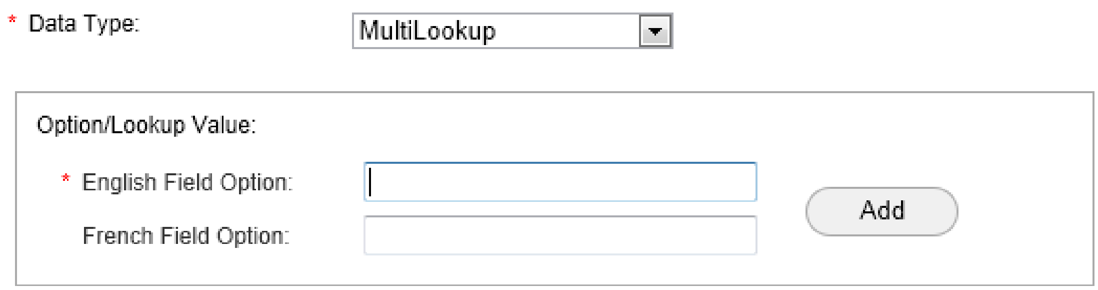


Enter a value in the field option (English or French) and click **Add**. Repeat for the additional values. As you enter them, they are shown in a table:

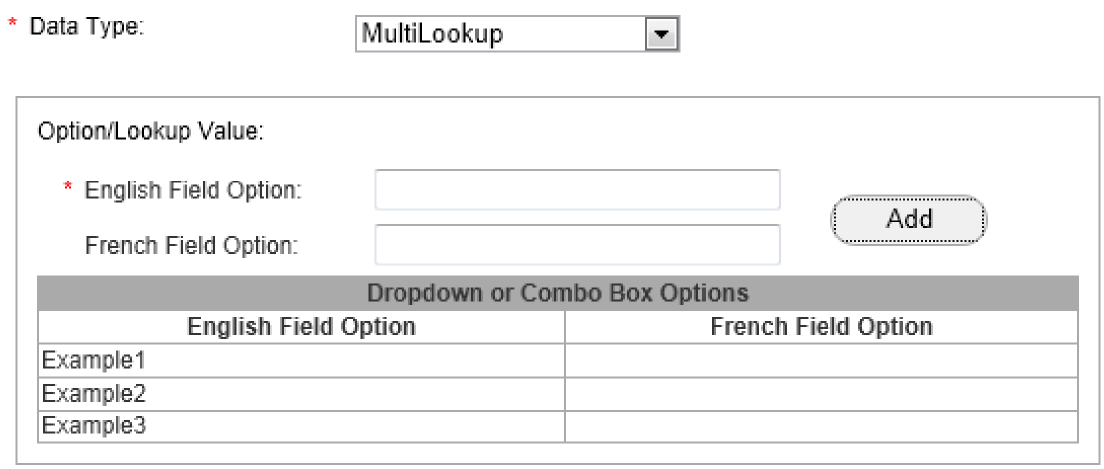


Multi-lookup: This format is used to define multiple values that can be selected. The user can then select multiple items when entering values in Additional fields for a valuation.

When you select Multi-Lookup as the data type the following fields appear:



Enter a value in the field option (English or French) and click **Add**. Repeat for the additional values. As you enter them, they are shown in a table:

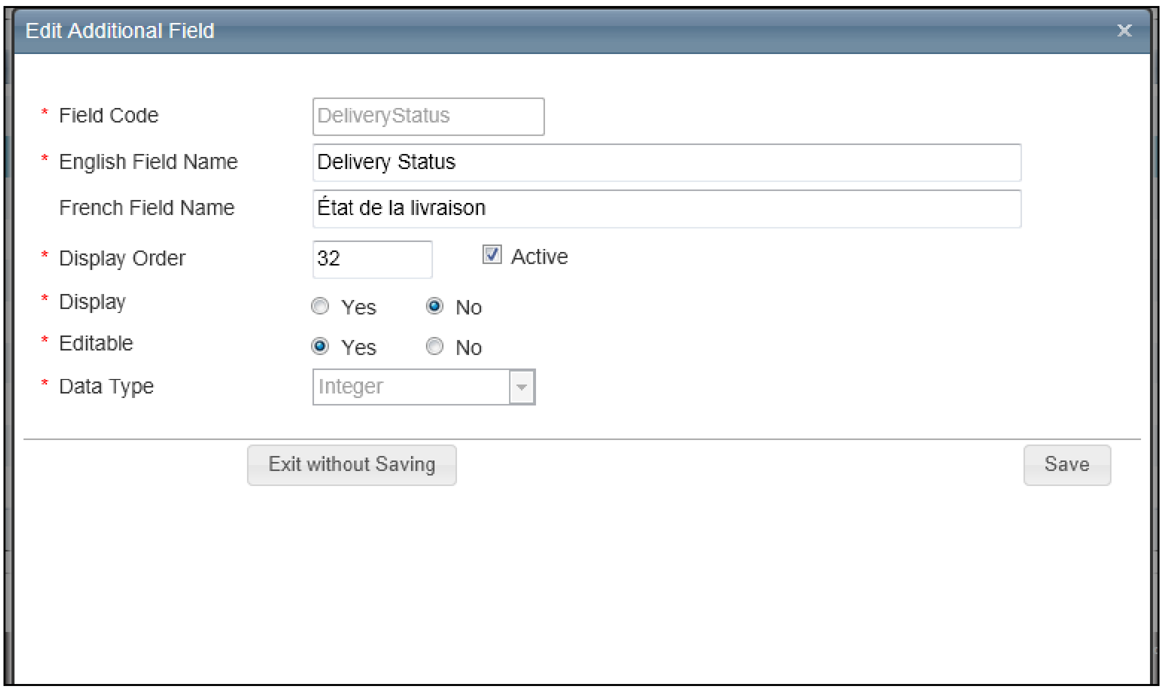


String: This format is used for strings of alphanumeric characters.

Edit Additional Fields

To edit Additional fields:

1. From the dashboard select **Tools > Manage Additional Fields**.
2. On the Manage Additional Fields dialog, click the edit icon ( ) for the field you wish to edit. The Edit Additional Field dialog opens. The field code and the data type cannot be edited.
3. Enter the desired information into each field. Required fields are indicated with a red asterisk (*).
4. Click **Save** when done. Repeat the procedure to edit additional Additional fields.



Field definitions:

Field Code

Enter a name used to identify the field. The field code is not displayed to the user. This field must be unique.

English Field Name

Enter a name for the field. This field name is displayed to the user.

French Field Name

Optionally, enter a French field name.

Display Order

Enter a numeric value for the order in which you want the fields displayed. The system will display an alert message if the number for the display order has been previously used for another field.

Active

Selecting the Active field makes the field eligible to be displayed to the user. The Display field can then be used to turn the display of the field on or off to the user. If Active is unchecked the field is now inactive and is not eligible to be displayed to the user regardless of the state of the Display field (Active has priority over Display). The active field is a quick way to turn the field on or off while keeping all the original settings for the field. Note that unchecking the Active field will hide the field going forward, but the field will still be displayed for previous versions of a valuation.

Display

If set to Yes, the user can see the field (if it is Active). If set to No, the user cannot see the field.

Editable

If set to Yes, the user can edit the information in the field. If set to No, the field is read-only and cannot be edited.

Data Type

Select the data type for the field. It can be one of the following types:

Currency: This format is used for dollar amounts. A $ symbol is automatically inserted.

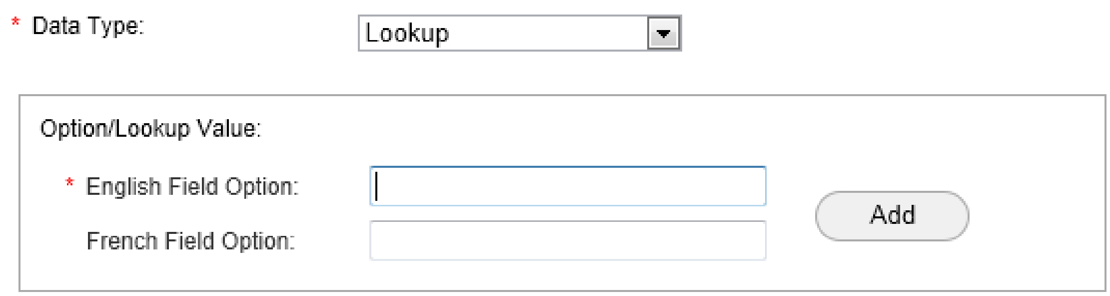
Date: If the date format is selected for the data type, a calendar icon ( ) appears next to the field. A user can select the date from the calendar or type the date in mm/dd/yyyy format.

Decimal: This format is used for decimal value entries.

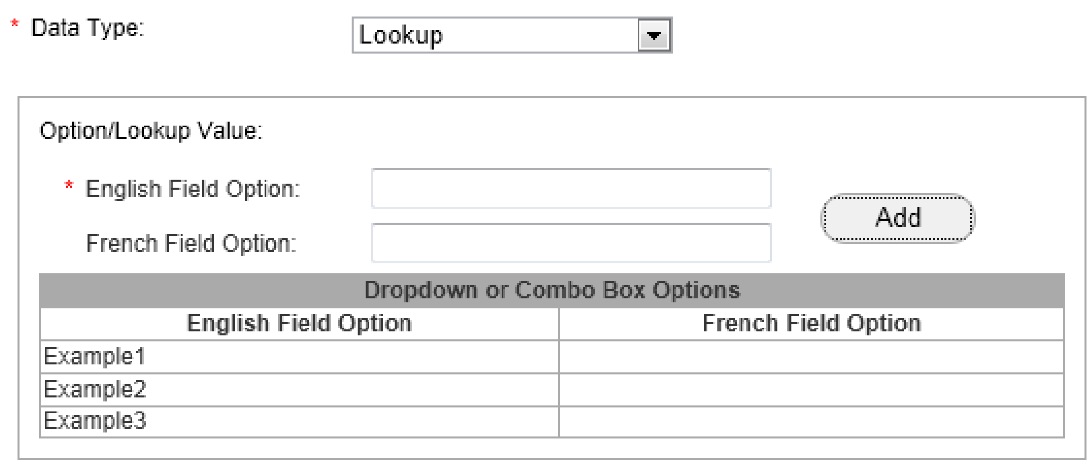
Whole Number: This format is used for whole number values (no decimal places).

Lookup: This format is used to define values that can be selected from a dropdown list. The user can then select one item from the dropdown list when entering values in Additional fields for a valuation.

When you select Lookup as the data type the following fields appear:

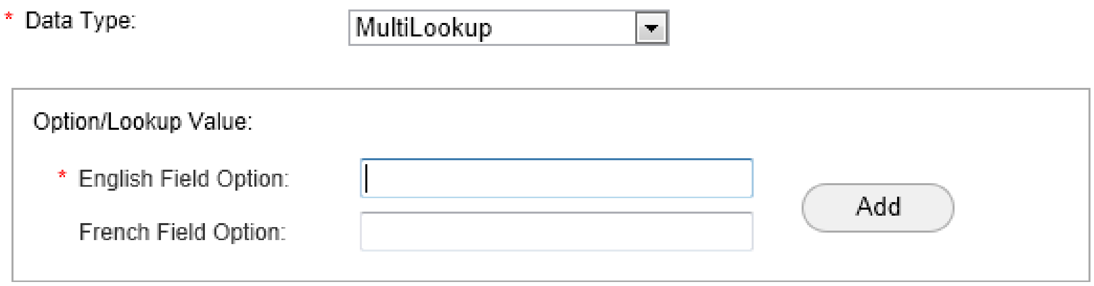


Enter a value in the field option (English or French) and click **Add**. Repeat for the additional values. As you enter them, they are shown in a table:

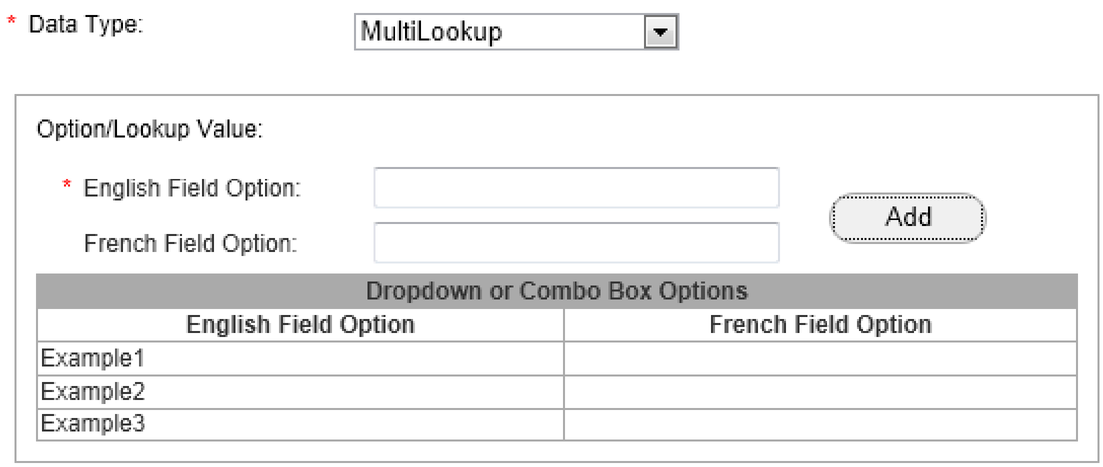


Multi-lookup: This format is used to define multiple values that can be selected. The user can then select multiple items when entering values in Additional fields for a valuation.

When you select Multi-Lookup as the data type the following fields appear:



Enter a value in the field option (English or French) and click **Add**. Repeat for the additional values. As you enter them, they are shown in a table:



String: This format is used for strings of alphanumeric characters.

Manage Business Partners

Before an inspection company can use FIT to deliver inspection results to a carrier's RCT Express site, the carrier must add the inspection company to its list of active business partners.

When a carrier adds an inspection company as a business partner, the system sends an email notification to the inspection company that contains the URL of the RCT Express site and the inspection company’s user name and password.

Use the **Manage Business Partners** page to add new business partners (inspection companies) or edit existing business partners.

Note: FIT is a separately licensed service. This option will not be displayed on sites that do not have a license for FIT.

To add a business partner (inspection company):

1. Select **Tools** > **Manage Business Partners**.
2. Click **Add Business Partner**. The **Add Business Partner** dialog opens.
3. Select the inspection company from the **Select Business Partner** list. **Note**: If a current business partner's status is listed as Active, but the authorization is set to No, they will be unable to submit inspection data using FIT.
4. Select the desired setting for the delivery option from the **Exterior** list. Also set the minimum number of attachments.
5. Select the desired setting for the delivery option from the **In & Out** list. Also set the minimum number of attachments.
6. Enter the user name and password. Enter the password a second time in the Confirm Password field for verification.
7. Click **Save**.

You can change an inspection company's information and status in the following ways:

- Change the delivery options. See "Delivery Options" on page 118.
- Set the required number of attachments

- Change the inspection company's status to inactive
- Change the inspection company's password

To edit an existing business partner:

1. Select **Tools** > **Manage Business Partners**.
2. Click the **Edit** icon for the business partner you wish to edit. The Edit Business Partner dialog opens. You can filter each column to help locate a business partner.
3. Make the desired changes and click **Save**.

Manage Underwriting Questions

This section covers the list of pre-defined FIT Underwriting Questions and answers, the ability of the carrier to allow answers outside of the provided answer list for some questions, and the ability to create new FIT Underwriting Questions.

Please note that the required questions selected by the carrier are required for all of the carrier's business partners. It is also the carrier's option to allow answers outside of the provided answer list for those questions for which the answer override flag is available.

Required questions and the ability to override the answer text vary from carrier to carrier. Inspection companies can determine precisely which of the underwriting questions are required by individual carriers and whether or not the carrier allows answers outside of the provided answer list by using the `GetInspectionQuestionConfiguration` web method from the FIT Configuration Service.

To modify the underwriting question requirements:

1. From the **Tools** menu, select **Manage Underwriting Questions**. The Underwriting Questions window appears.
2. If you want a question to be required, select the **Question Required** check box. Inspectors are required to supply answers to the questions that you select.
3. To allow inspectors to enter free-form answers, select the box in the column **Answers Outside Default Answer Set Allowed**. If you do not select this check box, inspectors must choose from a list of predefined answers. You can view the currently defined answers by selecting the expand icon next to the question number.
4. Click **Save**.

To add a question:

1. Click **Add Question**. The **Add Underwriter Question** dialog opens.
2. Enter the desired question text.
3. Enter the desired answer text. If you want additional answers, click **Add Answer**.
4. If you want this to be a required question select the **Question Required** check box.
5. If you want answers that are different than the default answers allowed select the **Answers outside default answer set allowed** check box.

6. Click **Save** on the Add Underwriter Question dialog.
7. Click **Save** on the main Underwriting Questions screen.

To edit a user-defined question:

1. Click the **Edit** icon  for the question you wish to edit. The Edit Underwriter Question dialog opens. (The **Edit** icon only appears for user defined questions).
2. Edit the question text.
3. Edit the answer text. If you want additional answers, click **Add Answer**.
4. If you want this to be a required question, select the **Question Required** check box.
5. If you want answers that are different than the default answers allowed, select the **Answers outside default answer set allowed** check box.
6. Click **Save** on the Edit Underwriter Question dialog.
7. Click **Save** on the main Underwriting Questions window.

FIT Underwriting Questions

This document lists the available FIT Underwriting Questions, the associated Question Code, the available answers for each question, and notes the ability of the carrier to allow answers outside of the provided answer text list for some questions.

Please note that required questions are selected by each carrier. It is also the carrier's option to allow answers outside of the provided answer list for those questions for which the answer override flag is available.

Required questions and the ability to override the answer text vary from carrier to carrier. Inspection companies can determine precisely which of the underwriting questions are required by individual carriers and whether or not the carrier allows answers outside of the provided answer list by using the GetInspectionQuestionConfiguration web method from the ConfigurationService.

QuestionCode	QuestionText	AnswerText	Answer Override Flag?
Q0020	Was the property located for inspection?	Yes	
Q0020	Was the property located for inspection?	No	
Q0021	If no, why?	Uncooperative Owner	Yes
Q0021	If no, why?	Hostile Pet	
Q0021	If no, why?	Access Obstruction	
Q0021	If no, why?	Snow Cover	
Q0021	If no, why?	Other	
Q0021	If no, why?	Able To Inspect	
Q0022	How was the home occupied	Owner	Yes
Q0022	How was the home occupied	Tenant	
Q0022	How was the home occupied	Unoccupied	
Q0022	How was the home occupied	Vacant	

Q0022	How was the home occupied	Seasonal	
Q0022	How was the home occupied	Unable to Confirm	
Q0023	Is there a business on premises?	Yes	
Q0023	Is there a business on premises?	No	
Q0024	Is there farming on premises?	Yes	
Q0024	Is there farming on premises?	No	
Q0025	Is there a dog?	Yes	
Q0025	Is there a dog?	No	
Q0026	What breed is the dog?	Akita	Yes
Q0026	What breed is the dog?	American Bulldog	
Q0026	What breed is the dog?	Chow	
Q0026	What breed is the dog?	Dalmatian	
Q0026	What breed is the dog?	Dingo	
Q0026	What breed is the dog?	Doberman	
Q0026	What breed is the dog?	Eskimo Spitz	
Q0026	What breed is the dog?	Giant Schnauzer	
Q0026	What breed is the dog?	Great Dane	
Q0026	What breed is the dog?	Husky	
Q0026	What breed is the dog?	Malamute	
Q0026	What breed is the dog?	Mastiff	
Q0026	What breed is the dog?	Mixed Breed	
Q0026	What breed is the dog?	Pit Bull	
Q0026	What breed is the dog?	Presa Canario	
Q0026	What breed is the dog?	Rottweiler	
Q0026	What breed is the dog?	Saint Bernard	
Q0026	What breed is the dog?	Shepherd	
Q0026	What breed is the dog?	Staffordshire Terrier	
Q0026	What breed is the dog?	Wolf Hybrid	

Q0026	What breed is the dog?	Other	
Q0026	What breed is the dog?	Unable to Confirm	
Q0026	What breed is the dog?	No Dog	
Q0027	Has the dog ever bitten anyone?	Yes	
Q0027	Has the dog ever bitten anyone?	No	
Q0027	Has the dog ever bitten anyone?	Unable to Confirm	
Q0027	Has the dog ever bitten anyone?	No Dog	
Q0028	Does the dog appear aggressive?	Yes	
Q0028	Does the dog appear aggressive?	No	
Q0028	Does the dog appear aggressive?	Unable to Confirm	
Q0028	Does the dog appear aggressive?	No Dog	
Q0029	Is there livestock on the property?	Yes	
Q0029	Is there livestock on the property?	No	
Q0030	Describe the livestock?	Cattle/Cows	Yes
Q0030	Describe the livestock?	Chickens	
Q0030	Describe the livestock?	Goats	
Q0030	Describe the livestock?	Horses	
Q0030	Describe the livestock?	Llamas	
Q0030	Describe the livestock?	Ostrich	
Q0030	Describe the livestock?	Pigs	
Q0030	Describe the livestock?	Sheep	
Q0030	Describe the livestock?	Turkeys	
Q0030	Describe the livestock?	Wild/Exotic	
Q0030	Describe the livestock?	Other	
Q0030	Describe the livestock?	No Livestock	
Q0031	Is there a swimming pool?	Yes	
Q0031	Is there a swimming pool?	No	
Q0032	Pool Count	0	

Q0032	Pool Count	1	
Q0032	Pool Count	2	
Q0032	Pool Count	3	
Q0032	Pool Count	4	
Q0032	Pool Count	5	
Q0032	Pool Count	6	
Q0032	Pool Count	7	
Q0032	Pool Count	8	
Q0032	Pool Count	9	
Q0032	Pool Count	10	
Q0032	Pool Count	11	
Q0032	Pool Count	12	
Q0032	Pool Count	13	
Q0032	Pool Count	14	
Q0032	Pool Count	15	
Q0032	Pool Count	16	
Q0032	Pool Count	17	
Q0032	Pool Count	18	
Q0032	Pool Count	19	
Q0032	Pool Count	20	
Q0033	What type of pool?	Above Ground	Yes
Q0033	What type of pool?	In Ground	
Q0033	What type of pool?	No Pool	
Q0034	Describe any pool hazards	Empty	Yes
Q0034	Describe any pool hazards	No Locking Gate /Steps	
Q0034	Describe any pool hazards	Not Fenced	
Q0034	Describe any pool hazards	Other	

Q0034	Describe any pool hazards	Diving Board	
Q0034	Describe any pool hazards	Slide	
Q0034	Describe any pool hazards	No Pool	
Q0035	Is there a trampoline?	Yes	
Q0035	Is there a trampoline?	No	
Q0036	Is the trampoline fenced in?	Yes	
Q0036	Is the trampoline fenced in?	No	
Q0036	Is the trampoline fenced in?	No Trampoline	
Q0040	Is there a satellite dish?	Yes	
Q0040	Is there a satellite dish?	No	
Q0041	Satellite Dish Description	Improper Installation	Yes
Q0041	Satellite Dish Description	Other	
Q0041	Satellite Dish Description	No satellite dish	
Q0042	What is the dwelling condition?	Good	
Q0042	What is the dwelling condition?	Avg	
Q0042	What is the dwelling condition?	Fair	
Q0042	What is the dwelling condition?	Poor	
Q0043	Steps (front) damage?	Major	
Q0043	Steps (front) damage?	Minor	
Q0043	Steps (front) damage?	None	
Q0043	Steps (front) damage?	Ok	
Q0044	Type of steps damage (front)	Crumbling	Yes
Q0044	Type of steps damage (front)	Dry Rot	
Q0044	Type of steps damage (front)	Falling	
Q0044	Type of steps damage (front)	Leaning	
Q0044	Type of steps damage (front)	Missing	
Q0044	Type of steps damage (front)	No Railing	
Q0044	Type of steps damage (front)	Other	

Q0044	Type of steps damage (front)	No Damage	
Q0045	Porch (front) damage?	Major	
Q0045	Porch (front) damage?	Minor	
Q0045	Porch (front) damage?	None	
Q0045	Porch (front) damage?	Ok	
Q0046	Type of damage to porch (front)	Crumbling	Yes
Q0046	Type of damage to porch (front)	Dry Rot	
Q0046	Type of damage to porch (front)	Falling	
Q0046	Type of damage to porch (front)	Leaning	
Q0046	Type of damage to porch (front)	No Railing	
Q0046	Type of damage to porch (front)	Other	
Q0046	Type of damage to porch (front)	No Damage	
Q0047	Steps (rear) damage?	Major	
Q0047	Steps (rear) damage?	Minor	
Q0047	Steps (rear) damage?	None	
Q0047	Steps (rear) damage?	Ok	
Q0048	Type of damage to steps (rear)	Crumbling	Yes
Q0048	Type of damage to steps (rear)	Dry Rot	
Q0048	Type of damage to steps (rear)	Falling	
Q0048	Type of damage to steps (rear)	Leaning	
Q0048	Type of damage to steps (rear)	Missing	
Q0048	Type of damage to steps (rear)	No Railing	
Q0048	Type of damage to steps (rear)	Other	
Q0048	Type of damage to steps (rear)	No Damage	
Q0049	Porch damage (rear)?	Major	
Q0049	Porch damage (rear)?	Minor	
Q0049	Porch damage (rear)?	None	
Q0049	Porch damage (rear)?	Ok	

Q0050	Type of porch damage (rear)	Crumbling	Yes
Q0050	Type of porch damage (rear)	Dry Rot	
Q0050	Type of porch damage (rear)	Falling	
Q0050	Type of porch damage (rear)	Leaning	
Q0050	Type of porch damage (rear)	No Railing	
Q0050	Type of porch damage (rear)	Other	
Q0050	Type of porch damage (rear)	No Damage	
Q0051	Sidewalks/Driveway damage?	Major	
Q0051	Sidewalks/Driveway damage?	Minor	
Q0051	Sidewalks/Driveway damage?	None	
Q0051	Sidewalks/Driveway damage?	Ok	
Q0052	Type of sidewalks/driveway damage.	Cracking	Yes
Q0052	Type of sidewalks/driveway damage.	Crumbling	
Q0052	Type of sidewalks/driveway damage.	Heaving	
Q0052	Type of sidewalks/driveway damage.	Missing	
Q0052	Type of sidewalks/driveway damage.	Uneven	
Q0052	Type of sidewalks/driveway damage.	Other	
Q0052	Type of sidewalks/driveway damage.	No Damage	
Q0053	Brick exterior damage?	Major	
Q0053	Brick exterior damage?	Minor	
Q0053	Brick exterior damage?	None	
Q0053	Brick exterior damage?	Ok	
Q0054	Type of brick exterior damage	Collapsing	Yes
Q0054	Type of brick exterior damage	Cracking	
Q0054	Type of brick exterior damage	Crumbling	
Q0054	Type of brick exterior damage	Separating	
Q0054	Type of brick exterior damage	Tuck Pointing	
Q0054	Type of brick exterior damage	Other	

Q0054	Type of brick exterior damage	No Damage	
Q0055	Chimney damage?	Major	
Q0055	Chimney damage?	Minor	
Q0055	Chimney damage?	None	
Q0055	Chimney damage?	Ok	
Q0055	Chimney damage?	No Chimney	
Q0056	Type of chimney damage	Collapsing	Yes
Q0056	Type of chimney damage	Cracking	
Q0056	Type of chimney damage	Crumbling	
Q0056	Type of chimney damage	Leaning	
Q0056	Type of chimney damage	Separating	
Q0056	Type of chimney damage	Tuck Pointing	
Q0056	Type of chimney damage	Other	
Q0056	Type of chimney damage	No Damage	
Q0056	Type of chimney damage	No Chimney	
Q0057	Gutters downspout damage?	Major	
Q0057	Gutters downspout damage?	Minor	
Q0057	Gutters downspout damage?	None	
Q0057	Gutters downspout damage?	Ok	
Q0057	Gutters downspout damage?	No Gutters	
Q0058	Type of gutters downspout damage	Damaged	Yes
Q0058	Type of gutters downspout damage	Detached	
Q0058	Type of gutters downspout damage	Hanging	
Q0058	Type of gutters downspout damage	Missing	
Q0058	Type of gutters downspout damage	Rusted Out	
Q0058	Type of gutters downspout damage	Sections Missing	
Q0058	Type of gutters downspout damage	Other	
Q0058	Type of gutters downspout damage	No Damage	

Q0058	Type of gutters downspout damage	No Gutters	
Q0059	Siding/frame exterior damage?	Major	
Q0059	Siding/frame exterior damage?	Minor	
Q0059	Siding/frame exterior damage?	None	
Q0059	Siding/frame exterior damage?	Ok	
Q0060	Type of siding/frame exterior damage	Damaged	Yes
Q0060	Type of siding/frame exterior damage	Dry Rot	
Q0060	Type of siding/frame exterior damage	Hanging	
Q0060	Type of siding/frame exterior damage	Missing	
Q0060	Type of siding/frame exterior damage	Paint Peeling	
Q0060	Type of siding/frame exterior damage	Patched	
Q0060	Type of siding/frame exterior damage	Other	
Q0060	Type of siding/frame exterior damage	No Damage	
Q0061	Soffits/Facia/Eaves damage?	Major	
Q0061	Soffits/Facia/Eaves damage?	Minor	
Q0061	Soffits/Facia/Eaves damage?	None	
Q0061	Soffits/Facia/Eaves damage?	Ok	
Q0062	Type of soffits/facia/eaves damage	Damaged	Yes
Q0062	Type of soffits/facia/eaves damage	Detached	
Q0062	Type of soffits/facia/eaves damage	Dry Rot	
Q0062	Type of soffits/facia/eaves damage	Hanging	
Q0062	Type of soffits/facia/eaves damage	Holes	
Q0062	Type of soffits/facia/eaves damage	Missing	
Q0062	Type of soffits/facia/eaves damage	Needs Paint	
Q0062	Type of soffits/facia/eaves damage	Other	
Q0062	Type of soffits/facia/eaves damage	No Damage	
Q0063	Door(s) damage?	Major	
Q0063	Door(s) damage?	Minor	

Q0063	Door(s) damage?	None	
Q0063	Door(s) damage?	Ok	
Q0064	Type of door(s) damage	Boarded Up	Yes
Q0064	Type of door(s) damage	Damaged	
Q0064	Type of door(s) damage	Dry Rot	
Q0064	Type of door(s) damage	Glass Broken	
Q0064	Type of door(s) damage	Missing	
Q0064	Type of door(s) damage	Needs Paint	
Q0064	Type of door(s) damage	Other	
Q0064	Type of door(s) damage	No Damage	
Q0065	Window damage?	Major	
Q0065	Window damage?	Minor	
Q0065	Window damage?	None	
Q0065	Window damage?	Ok	
Q0066	Type of window damage	Boarded Up	Yes
Q0066	Type of window damage	Damaged	
Q0066	Type of window damage	Dry Rot	
Q0066	Type of window damage	Glass Broken	
Q0066	Type of window damage	Missing	
Q0066	Type of window damage	Needs Paint	
Q0066	Type of window damage	Other	
Q0066	Type of window damage	No Damage	
Q0067	What is the foundation condition?	Good	
Q0067	What is the foundation condition?	Avg	
Q0067	What is the foundation condition?	Fair	
Q0067	What is the foundation condition?	Poor	
Q0068	Does the foundation have damage?	Yes	
Q0068	Does the foundation have damage?	No	

Q0069	What is the severity of foundation damage?	Major	
Q0069	What is the severity of foundation damage?	Minor	
Q0069	What is the severity of foundation damage?	None	
Q0069	What is the severity of foundation damage?	No Damage	
Q0070	Describe the foundation damage	Cracking	Yes
Q0070	Describe the foundation damage	Crumbling	
Q0070	Describe the foundation damage	Not Continuous	
Q0070	Describe the foundation damage	On Stilts	
Q0070	Describe the foundation damage	Open	
Q0070	Describe the foundation damage	No Damage	
Q0071	Does the home have deadbolt locks?	Yes	
Q0071	Does the home have deadbolt locks?	No	
Q0071	Does the home have deadbolt locks?	Unable to Confirm	
Q0072	Indicate where deadbolts are located	Front	Yes
Q0072	Indicate where deadbolts are located	Side	
Q0072	Indicate where deadbolts are located	Rear	
Q0072	Indicate where deadbolts are located	No Deadbolt Locks	
Q0072	Indicate where deadbolts are located	Unable to Confirm	
Q0073	Under construction?	Major	
Q0073	Under construction?	Minor	
Q0073	Under construction?	None	
Q0073	Under construction?	Ok	
Q0074	Under construction condition	Not Completed	
Q0074	Under construction condition	Renovation	

Q0074	Under construction condition	Other	
Q0074	Under construction condition	Not Under Con-struction	
Q0075	Mobile home only?	In a park	Yes
Q0075	Mobile home only?	Skirting	
Q0075	Mobile home only?	Tied Down	
Q0076	Is there a fire department within 5 miles?	Yes	
Q0076	Is there a fire department within 5 miles?	No	
Q0077	What is the type of fire department?	Paid	
Q0077	What is the type of fire department?	Volunteer	
Q0077	What is the type of fire department?	No fire department within 5 Miles	
Q0078	Is there a hydrant within 1000 feet?	Yes	
Q0078	Is there a hydrant within 1000 feet?	No	
Q0079	Is there an alternate water source?	Yes	
Q0079	Is there an alternate water source?	No	
Q0079	Is there an alternate water source?	Unable to determine	
Q0080	What is the alternate water source?	Swimming pool	Yes
Q0080	What is the alternate water source?	Stream	
Q0080	What is the alternate water source?	Pond	
Q0080	What is the alternate water source?	Ocean/Bay	
Q0080	What is the alternate water source?	Lake	
Q0080	What is the alternate water source?	No alternate water source	
Q0081	Are there working fire extinguisher(s) present?	Yes	

Q0081	Are there working fire extinguisher(s) present?	No	
Q0081	Are there working fire extinguisher(s) present?	Unable to Confirm	
Q0082	Are there working smoke detectors?	Yes	
Q0082	Are there working smoke detectors?	No	
Q0082	Are there working smoke detectors?	Unable to confirm	
Q0083	What is the condition of the property?	Good	
Q0083	What is the condition of the property?	Avg	
Q0083	What is the condition of the property?	Fair	
Q0083	What is the condition of the property?	Poor	
Q0084	Attractive Nuisance?	Major	
Q0084	Attractive Nuisance?	Minor	
Q0084	Attractive Nuisance?	None	
Q0084	Attractive Nuisance?	Ok	
Q0085	Attractive Nuisance Description	Pond/Lake	Yes
Q0085	Attractive Nuisance Description	Skateboard Ramp	
Q0085	Attractive Nuisance Description	Swing/Swing set/Jungle gym	
Q0085	Attractive Nuisance Description	Trampoline	
Q0085	Attractive Nuisance Description	Tree House	
Q0085	Attractive Nuisance Description	Other	
Q0085	Attractive Nuisance Description	No Attractive Nuisance	
Q0086	Yard?	Major	
Q0086	Yard?	Minor	
Q0086	Yard?	None	
Q0086	Yard?	Ok	

Q0087	Yard Condition	Appliances	Yes
Q0087	Yard Condition	Brush	
Q0087	Yard Condition	Debris	
Q0087	Yard Condition	Discarded Autos	
Q0087	Yard Condition	Ditches	
Q0087	Yard Condition	Holes	
Q0087	Yard Condition	Overgrown	
Q0087	Yard Condition	Trash	
Q0087	Yard Condition	Trip Hazards	
Q0087	Yard Condition	Other	
Q0087	Yard Condition	No Yard	
Q0088	Trees?	Major	
Q0088	Trees?	Minor	
Q0088	Trees?	None	
Q0088	Trees?	Ok	
Q0089	Trees Condition	Falling	Yes
Q0089	Trees Condition	Leaning	
Q0089	Trees Condition	Over-hanging	
Q0089	Trees Condition	Rotted	
Q0089	Trees Condition	Other	
Q0089	Trees Condition	No Trees	
Q0090	Fence?	Major	
Q0090	Fence?	Minor	
Q0090	Fence?	None	
Q0090	Fence?	Ok	
Q0091	Fence Condition	Collapsing	Yes
Q0091	Fence Condition	Leaning	
Q0091	Fence Condition	Rotted	

Q0091	Fence Condition	Other	
Q0091	Fence Condition	No Fence	
Q0092	Adjacent Exposure?	Major	
Q0092	Adjacent Exposure?	Minor	
Q0092	Adjacent Exposure?	None	
Q0092	Adjacent Exposure?	Ok	
Q0093	Adjacent Exposure Condition	Brush	
Q0093	Adjacent Exposure Condition	Commercial	
Q0093	Adjacent Exposure Condition	Debris	
Q0093	Adjacent Exposure Condition	Distance to Shore	
Q0093	Adjacent Exposure Condition	Other	
Q0093	Adjacent Exposure Condition	No adjacent exposure	
Q0094	What is the condition of the outbuilding?	Good	
Q0094	What is the condition of the outbuilding?	Avg	
Q0094	What is the condition of the outbuilding?	Fair	
Q0094	What is the condition of the outbuilding?	Poor	
Q0094	What is the condition of the outbuilding?	None	
Q0095	Do any of the detached structures have damage?	Yes	
Q0095	Do any of the detached structures have damage?	No	
Q0096	Please indicate the severity of the damage to the detached structure.	Major	

Q0096	Please indicate the severity of the damage to the detached structure.	Minor	
Q0096	Please indicate the severity of the damage to the detached structure.	None	
Q0096	Please indicate the severity of the damage to the detached structure.	Ok	
Q0096	Please indicate the severity of the damage to the detached structure.	No Damage to detached structures	
Q0096	Please indicate the severity of the damage to the detached structure.	No detached structure	
Q0097	Type of damage to the detached structure	Boarded up	Yes
Q0097	Type of damage to the detached structure	Collapsing	
Q0097	Type of damage to the detached structure	Dry Rot	
Q0097	Type of damage to the detached structure	Glass Broken	
Q0097	Type of damage to the detached structure	Roof	
Q0097	Type of damage to the detached structure	Other	
Q0097	Type of damage to the detached structure	No Damage to detached structures	
Q0097	Type of damage to the detached structure	No Detached Structure	
Q0098	Does the detached structure have electrical services?	Yes	
Q0098	Does the detached structure have electrical services?	No	

Q0098	Does the detached structure have electrical services?	No Detached Structure	
Q0099	Does the detached structure have a heat source?	Yes	
Q0099	Does the detached structure have a heat source?	No	
Q0099	Does the detached structure have a heat source?	No Detached Structure	
Q0100	Is the detached structure used as living quarters?	Yes	
Q0100	Is the detached structure used as living quarters?	No	
Q0100	Is the detached structure used as living quarters?	No Detached Structure	
Q0101	Property is 10+ acres?	Yes	
Q0101	Property is 10+ acres?	No	
Q0102	What is the remaining estimated roof life in years?	Less than 5	
Q0102	What is the remaining estimated roof life in years?	10-May	
Q0102	What is the remaining estimated roof life in years?	Greater than 10	
Q0102	What is the remaining estimated roof life in years?	Unable to Determine	
Q0103	What is the estimated roof age in years?	0	
Q0103	What is the estimated roof age in years?	1	
Q0103	What is the estimated roof age in years?	2	

Q0103	What is the estimated roof age in years?	3	
Q0103	What is the estimated roof age in years?	4	
Q0103	What is the estimated roof age in years?	5	
Q0103	What is the estimated roof age in years?	6	
Q0103	What is the estimated roof age in years?	7	
Q0103	What is the estimated roof age in years?	8	
Q0103	What is the estimated roof age in years?	9	
Q0103	What is the estimated roof age in years?	10	
Q0103	What is the estimated roof age in years?	11	
Q0103	What is the estimated roof age in years?	12	
Q0103	What is the estimated roof age in years?	13	
Q0103	What is the estimated roof age in years?	14	
Q0103	What is the estimated roof age in years?	15	
Q0103	What is the estimated roof age in years?	16	
Q0103	What is the estimated roof age in years?	17	

Q0103	What is the estimated roof age in years?	18	
Q0103	What is the estimated roof age in years?	19	
Q0103	What is the estimated roof age in years?	20	
Q0103	What is the estimated roof age in years?	21	
Q0103	What is the estimated roof age in years?	22	
Q0103	What is the estimated roof age in years?	23	
Q0103	What is the estimated roof age in years?	24	
Q0103	What is the estimated roof age in years?	25	
Q0103	What is the estimated roof age in years?	26	
Q0103	What is the estimated roof age in years?	27	
Q0103	What is the estimated roof age in years?	28	
Q0103	What is the estimated roof age in years?	29	
Q0103	What is the estimated roof age in years?	30	
Q0103	What is the estimated roof age in years?	31	
Q0103	What is the estimated roof age in years?	32	

Q0103	What is the estimated roof age in years?	33	
Q0103	What is the estimated roof age in years?	34	
Q0103	What is the estimated roof age in years?	35	
Q0103	What is the estimated roof age in years?	36	
Q0103	What is the estimated roof age in years?	37	
Q0103	What is the estimated roof age in years?	38	
Q0103	What is the estimated roof age in years?	39	
Q0103	What is the estimated roof age in years?	40	
Q0103	What is the estimated roof age in years?	41	
Q0103	What is the estimated roof age in years?	42	
Q0103	What is the estimated roof age in years?	43	
Q0103	What is the estimated roof age in years?	44	
Q0103	What is the estimated roof age in years?	45	
Q0103	What is the estimated roof age in years?	46	
Q0103	What is the estimated roof age in years?	47	

Q0103	What is the estimated roof age in years?	48	
Q0103	What is the estimated roof age in years?	49	
Q0103	What is the estimated roof age in years?	50	
Q0103	What is the estimated roof age in years?	51	
Q0103	What is the estimated roof age in years?	52	
Q0103	What is the estimated roof age in years?	53	
Q0103	What is the estimated roof age in years?	54	
Q0103	What is the estimated roof age in years?	55	
Q0103	What is the estimated roof age in years?	56	
Q0103	What is the estimated roof age in years?	57	
Q0103	What is the estimated roof age in years?	58	
Q0103	What is the estimated roof age in years?	59	
Q0103	What is the estimated roof age in years?	60	
Q0103	What is the estimated roof age in years?	61	
Q0103	What is the estimated roof age in years?	62	

Q0103	What is the estimated roof age in years?	63	
Q0103	What is the estimated roof age in years?	64	
Q0103	What is the estimated roof age in years?	65	
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Q0103	What is the estimated roof age in years?	72	
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Q0103	What is the estimated roof age in years?	78	
Q0103	What is the estimated roof age in years?	79	
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Q0103	What is the estimated roof age in years?	82	
Q0103	What is the estimated roof age in years?	83	
Q0103	What is the estimated roof age in years?	84	
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Q0103	What is the estimated roof age in years?	86	
Q0103	What is the estimated roof age in years?	87	
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Q0103	What is the estimated roof age in years?	92	

Q0103	What is the estimated roof age in years?	93	
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Q0103	What is the estimated roof age in years?	98	
Q0103	What is the estimated roof age in years?	99	
Q0103	What is the estimated roof age in years?	100	
Q0103	What is the estimated roof age in years?	101	
Q0103	What is the estimated roof age in years?	102	
Q0103	What is the estimated roof age in years?	103	
Q0103	What is the estimated roof age in years?	104	
Q0103	What is the estimated roof age in years?	105	
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Q0103	What is the estimated roof age in years?	109	
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Q0103	What is the estimated roof age in years?	111	
Q0103	What is the estimated roof age in years?	112	
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Q0103	What is the estimated roof age in years?	119	
Q0103	What is the estimated roof age in years?	120	
Q0103	What is the estimated roof age in years?	121	
Q0103	What is the estimated roof age in years?	122	

Q0103	What is the estimated roof age in years?	123	
Q0103	What is the estimated roof age in years?	124	
Q0103	What is the estimated roof age in years?	125	
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Q0103	What is the estimated roof age in years?	137	

Q0103	What is the estimated roof age in years?	138	
Q0103	What is the estimated roof age in years?	139	
Q0103	What is the estimated roof age in years?	140	
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Q0103	What is the estimated roof age in years?	164	
Q0103	What is the estimated roof age in years?	165	
Q0103	What is the estimated roof age in years?	166	
Q0103	What is the estimated roof age in years?	167	

Q0103	What is the estimated roof age in years?	168	
Q0103	What is the estimated roof age in years?	169	
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Q0103	What is the estimated roof age in years?	182	

Q0103	What is the estimated roof age in years?	183	
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Q0103	What is the estimated roof age in years?	185	
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Q0103	What is the estimated roof age in years?	188	
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Q0103	What is the estimated roof age in years?	195	
Q0103	What is the estimated roof age in years?	196	
Q0103	What is the estimated roof age in years?	197	

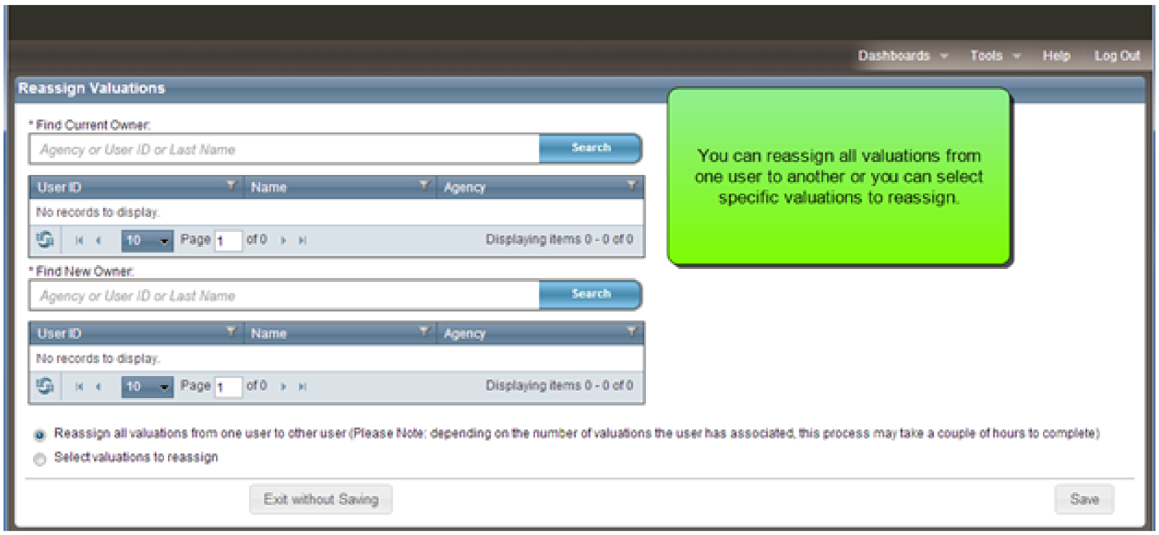
Q0103	What is the estimated roof age in years?	198	
Q0103	What is the estimated roof age in years?	199	
Q0103	What is the estimated roof age in years?	200	
Q0103	What is the estimated roof age in years?	201	
Q0103	What is the estimated roof age in years?	202	
Q0103	What is the estimated roof age in years?	203	
Q0103	What is the estimated roof age in years?	204	
Q0103	What is the estimated roof age in years?	205	
Q0103	What is the estimated roof age in years?	206	
Q0103	What is the estimated roof age in years?	207	
Q0103	What is the estimated roof age in years?	208	
Q0104	Is there roof damage?	Yes	
Q0104	Is there roof damage?	No	
Q0105	What is the severity of the roof damage?	Major	
Q0105	What is the severity of the roof damage?	Minor	
Q0105	What is the severity of the roof damage?	None	

Q0105	What is the severity of the roof damage?	Ok	
Q0105	What is the severity of the roof damage?	No Roof Damage	
Q0106	Describe the roof damage	Clawed	Yes
Q0106	Describe the roof damage	Curled	
Q0106	Describe the roof damage	Damaged	
Q0106	Describe the roof damage	Damaged Valleys	
Q0106	Describe the roof damage	Dry Rot	
Q0106	Describe the roof damage	Lifting/Buckled	
Q0106	Describe the roof damage	Moss Build-up	
Q0106	Describe the roof damage	Patched	
Q0106	Describe the roof damage	Snow Covered	
Q0106	Describe the roof damage	Uneven/Wavy	
Q0106	Describe the roof damage	Other	
Q0106	Describe the roof damage	No Roof Damage	
Q0107	Is there a wood stove?	Yes	
Q0107	Is there a wood stove?	No	
Q0108	Wood stove description	Hazard Concern	Yes
Q0108	Wood stove description	Stove Inspected	
Q0108	Wood stove description	Stove Suspected	
Q0108	Wood stove description	Other	
Q0108	Wood stove description	No Wood Stove	
Q0109	Is there another heat source besides the Wood Stove?	Yes	
Q0109	Is there another heat source besides the Wood Stove?	No	
Q0110	What is the other heat source?	Central	Yes

Q0110	What is the other heat source?	Electric	
Q0110	What is the other heat source?	Gas	
Q0110	What is the other heat source?	Kerosene	
Q0110	What is the other heat source?	None	
Q0110	What is the other heat source?	Oil	
Q0110	What is the other heat source?	Solar	
Q0110	What is the other heat source?	Space	
Q0110	What is the other heat source?	Woodstove	
Q0110	What is the other heat source?	Other	
Q0110	What is the other heat source?	No other heat source	

Reassign Valuations

Use **Tools > Reassign Valuations** to reassign valuations from one user to another.

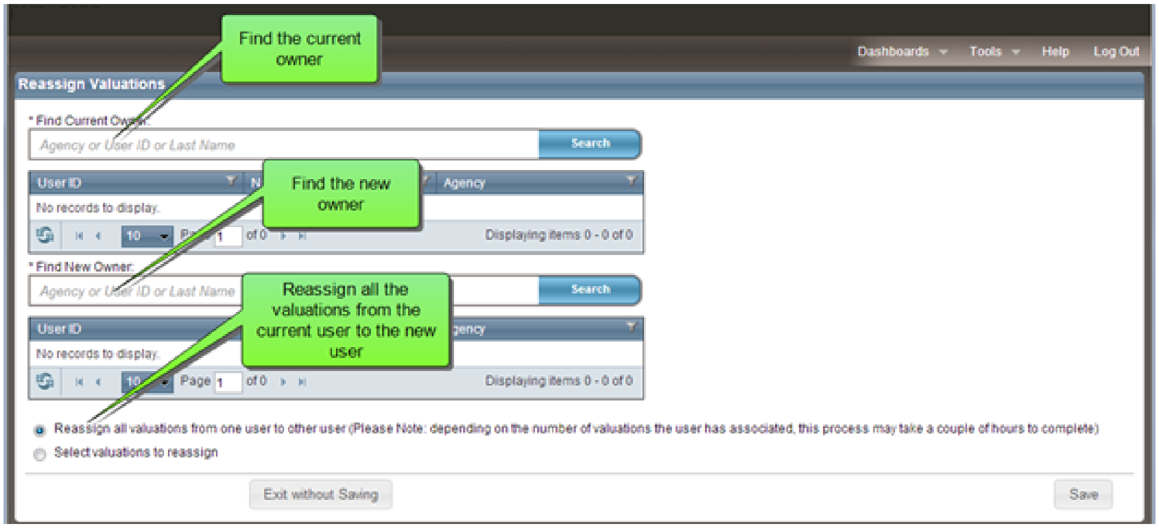


In RCT Express, each valuation has an owner and the ability to edit or view a valuation is based on ownership and user role. On a typical RCT site the user role permissions allow an end user with an Agent User role to only access valuations that they own. An end user with an Agency Manager role can typically view and edit any valuation that belongs to an end user associated with their agency. Underwriter and Admin user roles can typically view and edit any valuation in the system regardless of ownership.

Therefore when there is turnover at an agency, there may be a need to reassign the ownership of valuations from the agent who is leaving to a different agent. The reassign valuation function allows you to reassign the ownership all or some of the valuations from one user to another.

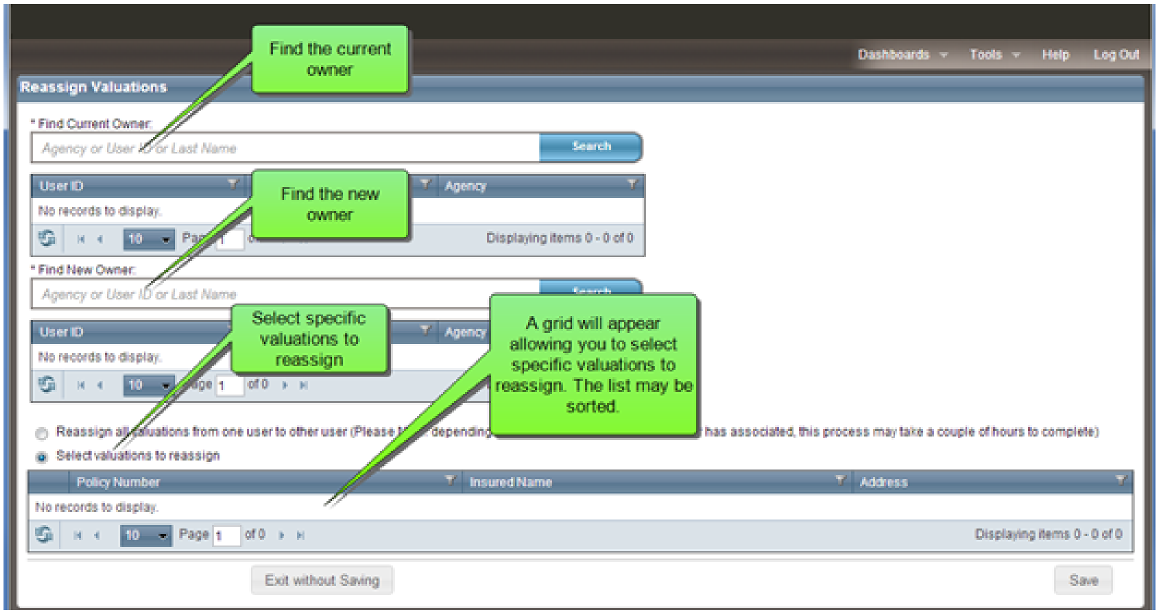
Additionally, before an end user can be deleted from the system, RCT checks to make sure that there are no remaining valuations assigned to that end user.

To reassign all the valuations from one user to another:



1. In the **Find Current Owner** field enter the agency, user ID, or last name of the user whose valuations you want to reassign. A grid displays showing all the results that match your search parameters.
2. Select the owner of the policies that you want to reassign.
3. In the **Find New Owner** field enter the agency, user ID, or last name of the user that you want to be the new owner. A grid displays showing all the results that match your search parameters.
4. Select the user that you want to be the new owner of the valuations.
5. To reassign all the valuations from one user to another, select **Reassign all valuations from one user to other user**. Note that depending on the number of valuations the user has associated with them, this process may take a couple of hours to complete.
6. Click **Save**.

To reassign specific valuations from one user to another:



1. In the **Find Current Owner** field enter the agency, user ID, or last name of the user whose valuations you want to reassign. A grid displays showing all the results which match your search parameters.
2. Select the owner of the policies that you want to reassign.
3. In the **Find New Owner** field enter the agency, user ID, or last name of the user that you want to be the new owner. A grid displays showing all the results which match your search parameters.
4. Select the user that you want to be the new owner of the valuations.
5. To reassign specific valuations from one user to another, select **Select valuations to reassign**. A grid displays allowing you to select specific valuations. You can filter the list to help you find specific items.
6. Check the valuations you want to reassign.
7. Click **Save**.

Group Processing

Use the group processing tasks to perform various tasks related to batch renewal groups.

Select a topic from the side menu at the right to view the procedures.

Use the **Group Processing** page to perform the following tasks.

- "Create and Schedule a Batch Renewal Group" on the next page
- "Edit a Batch Renewal Group" on page 111
- "Delete a Batch Renewal Group" on page 112
- "Schedule an Existing Batch Renewal Group" on page 113
- "Assign a Policy Number to a Valuation" on page 114
- "Review and Download Batch Processing Results" on page 115

Create and Schedule a Batch Renewal Group

Recalculating replacement costs on a yearly basis using current costs is an effective alternative to indexing and provides a more accurate replacement cost for each individual policy in your book.

Typically, policies that are approaching their renewal dates are selected and scheduled to be recalculated as a batch process during off-peak system usage times.

Using the batch processing utility, you can select and schedule groups of valuations to be recalculated using current costs for policy renewals.

To create a batch renewal group:

1. On the main RCT Express page, click the **Tools** link. The Tools page appears.
2. Click the **Group Processing** link. The Group Processing page appears.
3. Click **Create Group**. The Create Group page appears.
4. In the **Name** box, type a unique descriptive name for the batch that you want to create. Example: Renew 12/2011.
5. Click **Create**. The Search Valuations page appears.
6. On the Search Valuations page, select a search category from the Show list and enter search criteria.
7. Click **Search**. RCT Express displays the valuations that match your search criteria.
8. Select the valuations that you want to add to the group. If a valuation has already been assigned to a group or is in progress, you cannot select it.
9. Do one of the following:
    - To add the valuation and search for more valuations, click **Add to Group**. Repeat the steps to search for additional valuations to add to the group.
    - To add the valuation and schedule the group, click **Add and Schedule**. The Schedule page appears.

Notes:

- A valuation must have a policy number before you can add it to a group. For more information, see Assign a Policy Number to a Valuation.
- If you want to add the valuations to the group but not schedule the batch process, click Add to Group. To schedule the batch process, see Schedule an Existing Batch Renewal Group.

To schedule a batch renewal group:

1. On the Schedule page, do one of the following:
   - To process the group the next time the renewal process is scheduled to run, select **Schedule A.S.A.P.**
   - To specify the date that you want to process the group, select **Set Desired Date** and enter the date in MM/DD/YYYY format. To select the date from a calendar, click the **Select Date** icon.
2. Click **Schedule Group**.

Edit a Batch Renewal Group

If a batch renewal group has not been processed, you can change the group name, add valuations, and delete valuations.

To edit a batch renewal group:

1. On the main RCT Express page, click the **Tools** link. The Tools page appears.
2. Click the **Group Processing** link. The Group Processing page appears.
3. Click the **Manage Groups** link. The Manage Groups page appears.
4. Select a search category from the Show list and enter search criteria.
5. Click **Search**. RCT Express displays the groups that match your search criteria.
6. Click the **Edit** link for the group that you want to edit.
7. Do one of the following:

To...	Do this...
Change the name of the group	Make the changes and click **Update**
Delete a valuation	Select the valuation and click **Remove Valuations**
Add a valuation	Do the following: 1. Click the Add/Search Valuations link. 2. On the Search Valuations page, select a search category from the **Show** list and enter search criteria. 3. Click **Search**. RCT Express displays the valuations that match your search criteria. 4. Select the valuations that you want to add to the group. If a valuation has already been assigned to a group or is in progress, you cannot select it. 5. Click **Add to Group**.

Delete a Batch Renewal Group

Follow these steps to delete a batch renewal group.

To delete a batch renewal group:

1. On the main RCT Express page, click the **Tools** link. The Tools page appears.
2. Click the **Group Processing** link. The Group Processing page appears.
3. Click the **Manage Groups** link. The Manage Groups page appears.
4. Select a search category from the **Show** list and enter search criteria.
5. Click **Search**. RCT Express displays the groups that match your search criteria.
6. Click the **Delete** link for the group that you want to delete.
7. Click **OK** to confirm that you want to delete the group.

Schedule an Existing Batch Renewal Group

If you created a batch renewal group and did not schedule it for processing, follow these steps to schedule the group for batch processing.

To schedule an existing batch renewal group:

1. On the main RCT Express page, click the **Tools** link. The Tools page appears.
2. Click the **Group Processing** link. The Group Processing page appears.
3. Click the **Manage Group(s)** link. The Current Groups page appears.
4. Find the group that you want to schedule and click the **Schedule** link.
5. On the Schedule page, do one of the following:
6. To process the group next time batch processing is scheduled to run, select **Schedule A.S.A.P.**
7. To specify the date that you want to process the group, select **Set Desired Date** and enter the date in MM/DD/YYYY format. To select the date from a calendar, click the **Select Date** icon.
8. Click **Schedule Group**.

Assign a Policy Number to a Valuation

A valuation must have a policy number before you can add it to a group.

To assign a policy number to a valuation:

1. From the Dashboard, select the valuation and open it.
2. When the valuation opens in the Valuation screen, click **Edit** in the **Policy Information** pane. The **Edit Policy Information** dialog opens.
3. Click the edit icon next to the **Policy Number** field.
4. Enter a policy number.
5. Click **Save**.

Review and Download Batch Processing Results

After a group has been processed, you can view the results and download the report as an Excel spreadsheet. Processed valuations appear in the upper section of the report. Unprocessed valuations appear in the lower portion of the report.

The report uses the following acronyms:

ACV: Actual cash value (replacement cost - depreciation)

TIRC: Total insurable replacement cost

To review and download batch processing results:

1. On the main RCT Express page, click the **Tools** link. The Tools page appears.
2. Click the **Group Processing** link. The Group Processing page appears.
3. Click the **Manage Group(s)** link. The Current Groups page appears.
4. Find the group that you want to view results for and click the **Results** link.
5. To download the report in Excel format, click **Download Excel File**.
6. To exit the report, click **Cancel**.

Introduction to Field Information Transfer (FIT)

Field Information Transfer (FIT) is a Web Services tool that integrates third-party inspection reports directly into individual policy records that are archived on insurance carriers' RCT Express Web sites. FIT also reviews data to validate completeness, correctness, and adherence to insurance carriers' business rules.

FIT gives insurance carriers access to all of the records necessary for claims adjustments and underwriting reviews from a single online location. Insurance carriers can accept inspection reports from multiple field inspectors. Carriers can also change calculation settings and information requirements.

Inspectors can connect to insurance carriers' data archiving systems to perform the following tasks:

- Upload inspection results to a carrier's RCT Express Web site.
- Review calculations prior to uploading the final inspection report.
- Electronically send sketches, photos, drawings, and other attachments.

Before You Begin:

- Work with your CoreLogic representative to configure your RCT Express site for FIT.
- Make sure that your inspection agencies are licensed to use FIT.

See "FIT Setup Overview" on the next page to get started.

FIT Setup Overview

CoreLogic and participating insurance carriers follow these steps to set up inspection companies and individual inspectors on FIT.

- CoreLogic licenses inspectors or inspection companies to participate in FIT.
- Insurance carrier adds inspectors to their active list.
- Inspector uploads inspection data to carrier's RCT Express Web site.

Before you begin:

- Work with your CoreLogic representative to configure your express site for FIT.
- Make sure that your inspectors are licensed to use FIT.

Once you've added the inspector, you can edit the record in the following ways:

- Change the delivery options.
- Set the required number of attachments.
- Change the inspector's status to inactive.
- Change the inspector's password.

Related Topics:

"Manage Underwriting Questions" on page 70

Delivery Options

Insurance carriers' system administrators configure delivery options for field inspectors.

The following delivery options are available:

- **Archive Inspection**: Adds the inspection record to the record history with no change to the existing policy record.
- **Overwrite Policy**: The inspection record becomes the most current version in the policy.
- **Merge**: Creates a new valuation record using the interior data from the existing policy and the exterior data from the inspection record, superseding the original valuation record.
- **None**: The inspector cannot submit any inspection data.