CoreLogic®

Job Aid

**Reordering Print Pages and Print to PDF Updates –
Claims Connect**

Version 7.2

# Reordering Print Pages in Claims Connect

This job aid will guide a User through the steps to reorder print pages when printing from Claims Connect, as well as walk through some of the changes to the Print to PDF screen in Claims Connect.

> **Note:** *This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.*

1. Within a Claim, from the Timeline, Loss Summary or Documentation tabs, select **Print** from the dropdown menu.
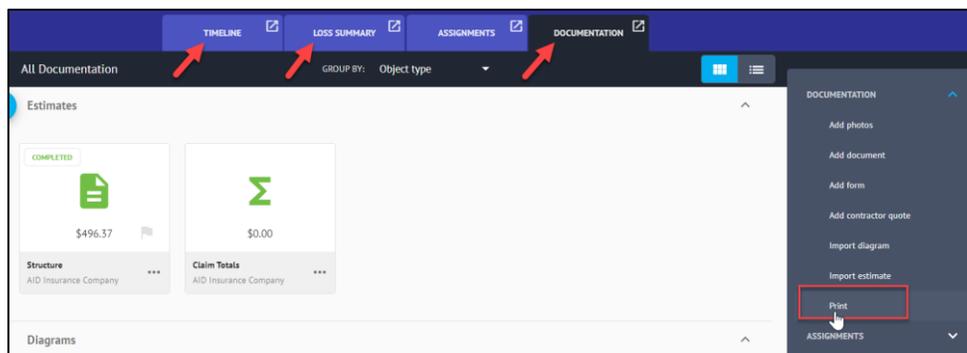
2. The **Print to PDF blade** will slide open from the right, and if there is a default Print Profile for your company, it will be selected from the **Print Profile** dropdown menu. If not, it will default to <Custom Settings>.
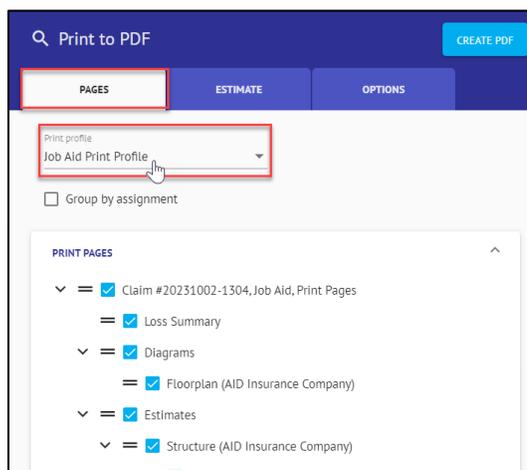

> **Note:** *If a Print Profile is used, settings throughout the Print to PDF blade will already be selected or unselected based on that particular Profile.*

3. Check the box next to **Group by Assignment** if you wish to group the claim elements together by assignment when printing.
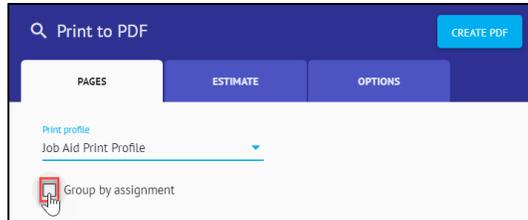
4. Next, in the **Print Pages** section, check the boxes (or uncheck if they were checked by default) next to the Claim elements you wish to include in the print package.
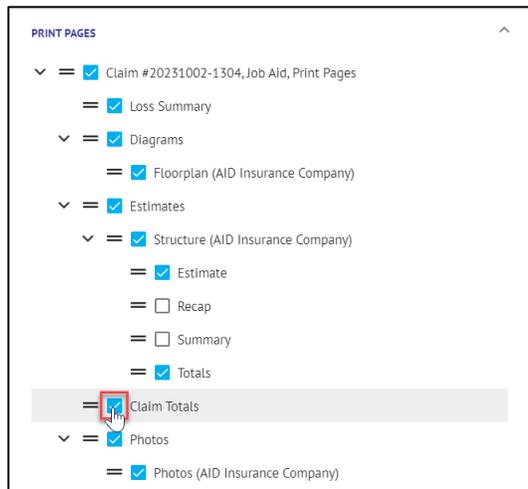

5. Rearrange the printing order of claim elements by grabbing the double bar next to the check box of the claim element with the hand cursor, then drag & drop into place.
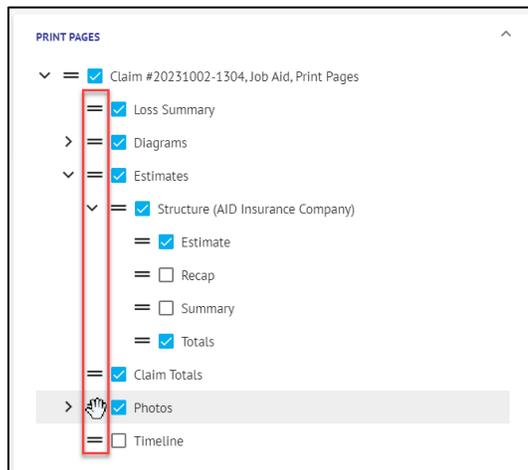
6. Open the **Page Layout** section to verify or adjust page layout settings, such as printing letterhead, margins, and page orientation.

PAGE LAYOUT

Number of copies
1

Page numbers
Show

☑ Print soft letterhead

Default letterhead

Estimate letterhead
Default

⦿ First page only
◯ Every page

Margins (inches)

Left
0.50

Right
0.50

Top
0.50

Bottom
0.50

Language

⦿ English
◯ Français (CA)

7. Next, navigate to the **Estimate** tab to explore many more printing options like column selection, how to group items, estimate and claim totaling options, etc.

🔍 Print to PDF   CREATE PDF

PAGES   ESTIMATE   OPTIONS

PAGE OPTIONS   ⌄

COLUMNS   ⌄

ITEM GROUPING   ⌄

ESTIMATE RECAP   ⌄

ESTIMATE TOTALS   ⌄

ITEM OPTIONS   ⌄
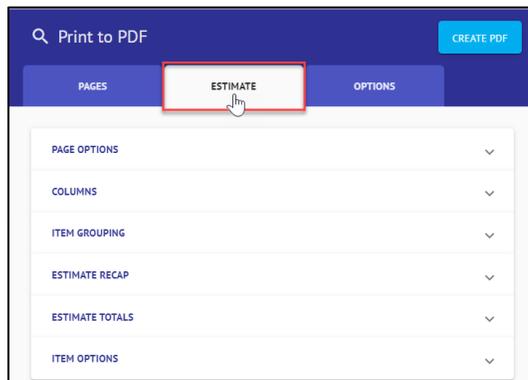
Note: *These sections will display differently depending on the type of estimate(s) chosen to print in the package. For example, if both Structure and Contents estimates were selected to print, both types will display for all Estimate options. If a particular option does not apply to a type of estimate, that option will be grayed out for that estimate type. See example pictured below:*
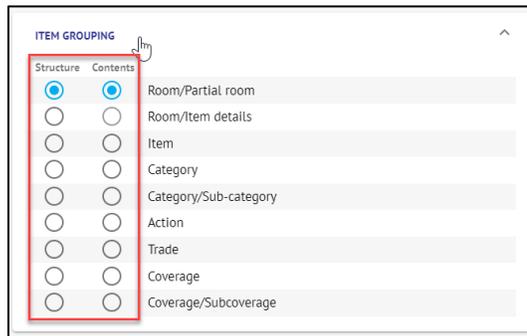
8. Next, navigate to the last tab, **Options**, and review or adjust the settings in the **Diagrams** section.
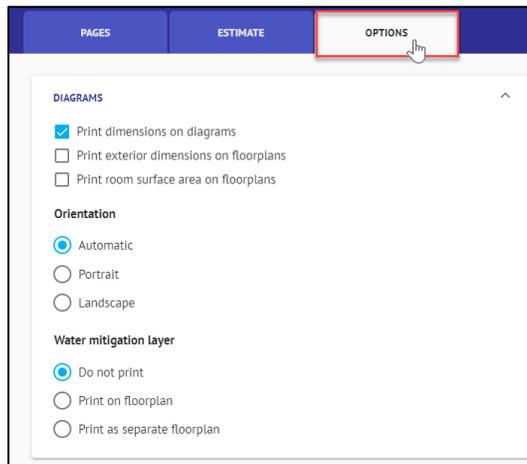
9. Click **Create PDF** to finalize the printing package.
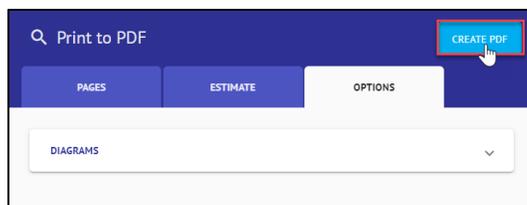
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