



WARRANTY SOLUTIONS®

AN AMYNTA COMPANY

PCRS+ TRAINING GUIDE

General Navigation

LEGEND

As you navigate this guide, you will come across several icons that signify general, important, and critical information. These icons are specifically designed to draw your attention to essential details related to the tasks you are performing within the PCRS+ system. Below is a legend explaining the icons and their significance.



General reminder to save your changes before moving on to the next step.



General information/reminder relevant or specific to the current step.



Important information/reminder relevant or specific to the current item of focus and/or must be completed before proceeding.



Critical information/reminder that must be completed prior to proceeding. The highest level of attention must be paid to this information.

Introduction

Guide leads you through the steps necessary to navigate the Policy Claims and Reporting Solutions (PCRS+) for Warranty Solutions.

This guide will cover:

- PCRS+ Homepage
- Menus

Disclaimer

This guide is created by and specific to the Warranty Solutions Program. All numbers are for demonstration purposes only. Portions of this training are from PCMI Corporation's PCRS software. All rights reserved.

PCRS+ Home Page

The PCRS+ home screen provides several options for streamlined access.

1. **Navigation Menu:** The left side menu has cascading options.

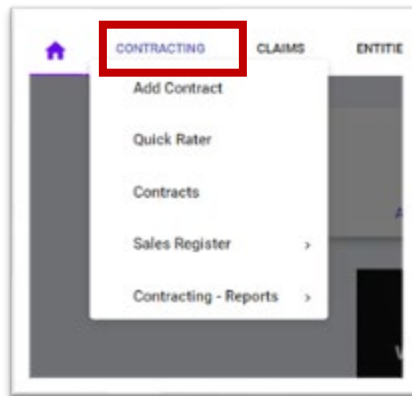


To view the options available under each section, simply hover your mouse over the option to display the menu and sub-menu.

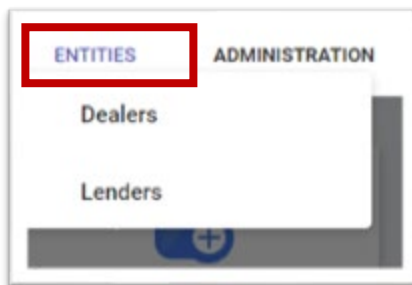
- a) **Home:** takes you to the PCRS+ Homepage.



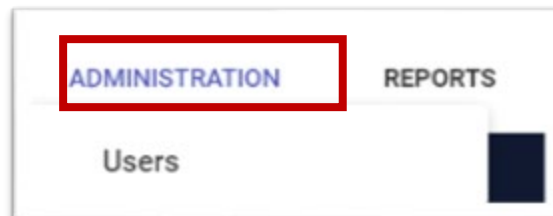
- b) **Contracting:** Provides access to various Contract options and the Process Register.



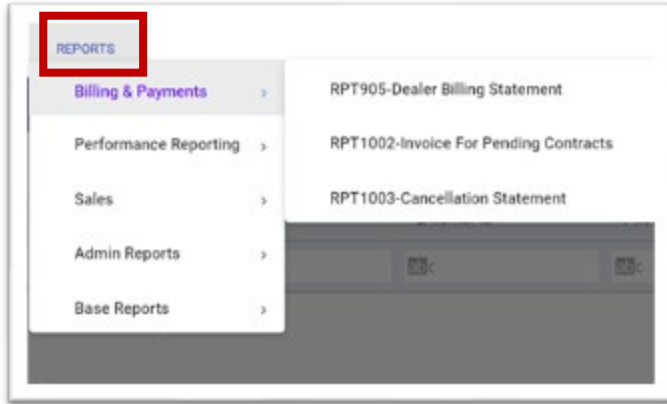
- c) **Entities:** Access the Dealers and Lenders.



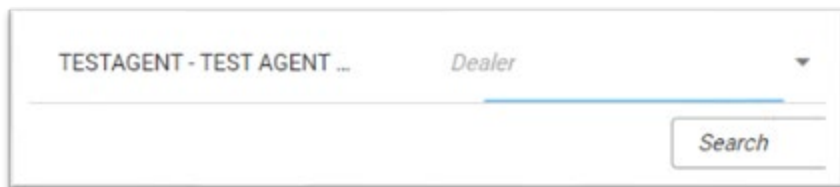
- d) **Administration:** Access to Users and Permissions.



e) **Reports:** Access to PCRS+ Reports by category and sub-menu for each.

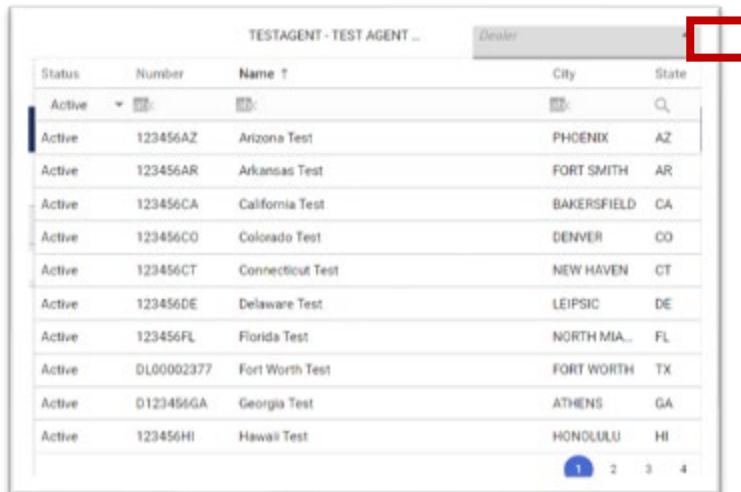


2. **Select an Agent/Dealer:** You can select your agent and dealer from the header.



3. You can search and select a dealer in multiple ways.

a) Use the drop-down to select the Agent/Dealer.

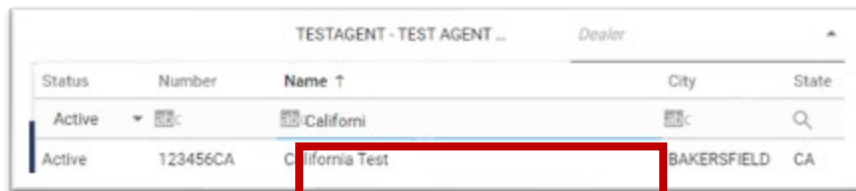


b) Use the detailed search bar in the filter **abc** field to search by number, name, city or state.



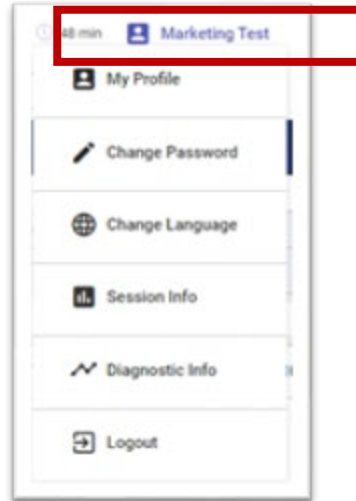
c) To select a dealer, click on the name.

This now allows you to use the menu items, such as claims, to view this dealer's information.

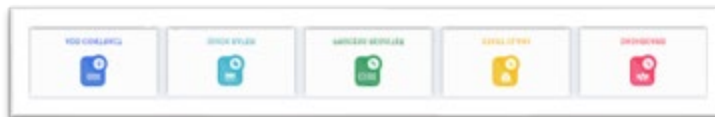


To change the dealer, go back to the top and select another dealer.

4. **User Information:** Hover over the username to display the current user information based on security permissions.

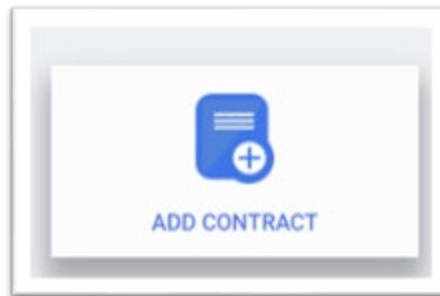


5. **PCRS+ Home Screen** has quick launch buttons



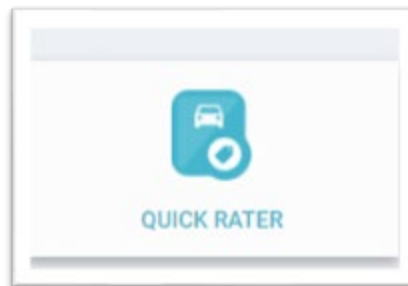
a) Select **Add Contract** to begin the contract rating process.

Be sure to select the dealer!

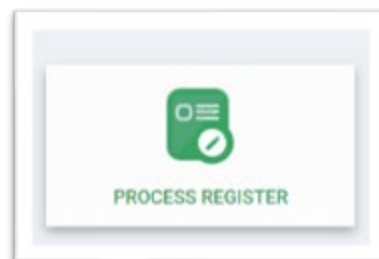


b) Select **Quick Rater** screen and begin the contract rating process.

Be sure to select the dealer!



c) Select **Process Register** to remit Contracts.



- d) Select **Sales Dashboard** to view sales.

