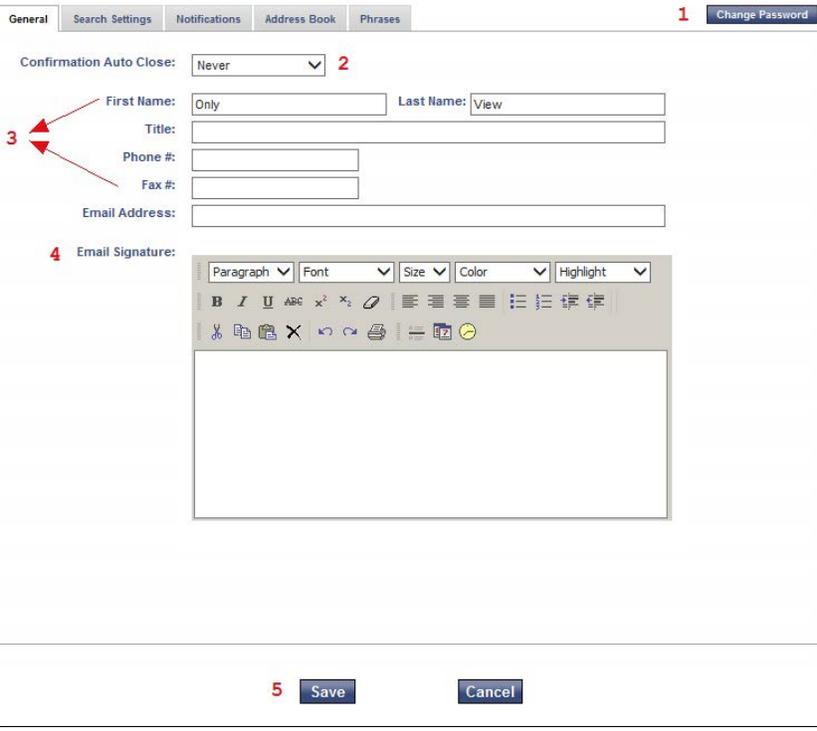


AIM2.0 User Settings

The user settings section of the AIM2.0 application allows users to edit personal information, e-mail signatures, search settings, notification settings, address book and phrases. If you have any questions regarding any of these settings please e-mail the Johns Eastern Help Desk Here. [Help Desk](#)

Login to AIM2.0	
Click on the user settings link	
On the General Tab you can complete the following tasks: <ol style="list-style-type: none">1. Change your password.2. Set the confirmation timing. (This controls when notification windows close automatically. A setting of never requires the user to click the ok button on the popup.)3. Edit your personal information.4. Add an e-mail signature.5. Save your work.	
	

On the **Search Settings Tab** users are able to customize Claim Search Results and the Party Search Results. The following explains each option:

1. This area allows the user to select what columns will be displayed in the results of any claim search.
2. This area allows the user to select what columns will be displayed in the results of any party search.
3. This button will reset the columns to the default for the given search.
4. Highlight an Available column and hit the + to add it to the selected columns
5. Highlight a Selected Column and hit the – to remove the selected columns
6. Use the up and down area to order the selected columns
7. Use the dropdown to set the default sort for the selected search
8. Save your work

The screenshot displays the 'Search Settings' tab within a software application. It is divided into two main sections: 'Claim Search Results' and 'Party Search Results'. Each section has a 'Restore Defaults' button (labeled with a red '3') and a 'Default Sort' dropdown menu (labeled with a red '7').

Claim Search Results:

- Available Columns (labeled with a red '1'):** Policy #, Claim Type, Loss Cause, Claimant Name.
- Selected Columns:** Claim #, Client Claim #, Company Name, Loss Date, Received Date, Claim Status, Branch, Handler, LOB.
- Ordering (labeled with a red '6'):** Up and down arrows next to the 'Selected Columns' list.
- Transfer Buttons (labeled with a red '4' and '5'):** A right-pointing arrow with a '+' sign and a left-pointing arrow with a '-' sign between the available and selected columns.

Party Search Results:

- Available Columns (labeled with a red '2'):** LOB, Policy #, Claim Type, Loss Cause, Body Part, Injury, Received Date, Birth Date.
- Selected Columns:** Claim #, Name, Loss Date, Client Claim #, Company Name, SSN, Party Status, Branch, Handler.
- Ordering (labeled with a red '6'):** Up and down arrows next to the 'Selected Columns' list.
- Transfer Buttons (labeled with a red '4' and '5'):** A right-pointing arrow with a '+' sign and a left-pointing arrow with a '-' sign between the available and selected columns.

At the bottom of the interface, there are 'Save' and 'Cancel' buttons (labeled with a red '8').

On the **Notifications tab** you can choose which notifications show in the “Today’s Tasks” area and also control the color, details and display options of the notifications. The following explains each option:

1. This area shows which notifications will show in the Today’s Tasks Area.
2. This area shows available notifications that are not shown. Notifications can be moved between the two sections by clicking and dragging the notification.
3. Click the + to expand the notifications in the selected notifications section the view the details
4. If this box is checked the notification will not show if there are no items present for that notification. As soon as a notification is present it will be displayed.
5. If this box is checked additional details will be shown with each notification
6. User this option to select the color or the notification
7. Save your work.

General Search Settings **Notifications** Address Book Phrases Change Password

1 Selected Notifications + -

Overdue Diaries - **3**

Provides a count of all open diaries due prior to the selected notification date

6 Color Hide if Empty? Expand Details?

4 **5**

New Dialogs + **3**

New User Reports +

2 Available Notifications

Claim Access History

Open Diaries Due

7 Save Cancel

On the **Address Book Tab** users are able to enter First Name, Last Name and E-mail Address. This listing will show in e-mail section of AIM2.0 under Personal Address Book. The following explains each option:

1. Click to insert a new contact, when this is done the insert address box will open
2. Highlight a current name and select edit to change the details of a current entry
3. Highlight a current name and select delete to remove the entry
4. Enter details of new contact in this area
5. Save your work

The screenshot displays the 'Address Book' tab in a web application. At the top, there are navigation tabs: 'General', 'Search Settings', 'Notifications', 'Address Book', and 'Phrases'. A 'Change Password' button is located in the top right corner. Below the tabs, there are three buttons: 'Insert' (labeled with a red '1'), 'Edit' (labeled with a red '2'), and 'Delete' (labeled with a red '3').

The main content area shows a table with two columns: 'Name' and 'Email Address'. The first row is highlighted in yellow and contains 'Doe, John' and 'jdoe@gmail.com'. The second row contains 'Ricci, Jason' and 'jricci@johnseastern.com'.

An 'Insert new address' dialog box is open, titled 'Insert address' (labeled with a red '4'). It contains three input fields: 'First Name:', 'Last Name:', and 'Email Address:'. At the bottom of the dialog box, there are two buttons: 'Save' (labeled with a red '5') and 'Cancel'.

At the bottom of the main interface, there are also 'Save' (labeled with a red '5') and 'Cancel' buttons.

On the **Phrases Tab** users are able to enter phrases that are used in the diary and notes sections of AIM2.0. This area can be used to enter common phrases to make data entry quick and accurate. The following explains each option:

1. Click on insert to enter a new phrase.
 - A. This will open the Insert Phrase window^A
 1. Select if this phrase will be available in the billing section, notes section, diary section or All sections.
 2. Add a title to the phrase
 3. Add text to the phrase
 4. Save your work
2. Highlight a current phrase entry and click edit to change title or text of entry
3. Highlight a current phrase and click delete to remove entry
4. This area shows all current phrase details
5. This area shows highlighted phrase text
6. Save your work

The screenshot shows the 'Phrases' tab in a software application. At the top, there are navigation tabs: 'General', 'Search Settings', 'Notifications', 'Address Book', and 'Phrases'. A 'Change Password' button is located in the top right corner. Below the tabs, there are three buttons: '1 Insert', '2 Edit', and '3 Delete'. A table displays a list of phrases with columns for 'Title', 'Date Created', 'Created By', and 'Note or Diary?'. The first row is highlighted in yellow and contains the text 'Test', '05/29/2014', 'View, Only', and 'All'. Below the table, there is a 'Text:' label and a text input field containing the word 'Test'. At the bottom of the window, there are '6 Save' and 'Cancel' buttons.

Insert Phrase ^A

The screenshot shows the 'Insert Phrase' dialog box. It contains the following fields and controls:

- 1 Note or Diary?: A dropdown menu with 'All' selected.
- 2 * Title: A text input field.
- 3 * Text: A large text area with a vertical scrollbar.
- 4 Save: A button.
- Cancel: A button.