Class Changes

The method and premium table associated with a group of classes can be easily changed with this utility. This is easier and faster than modifying them for each class individually.

There is a message on the screen that the utility is for experienced users only. It is an easy utility to use. Use the Fair Book Data report to note the changes in method codes and premium tables that need to be made.

Change a Method

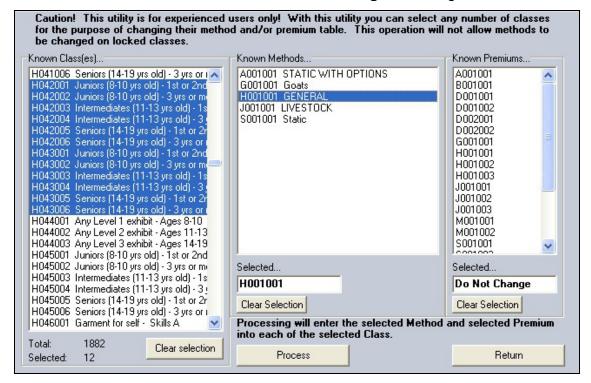1. Click **Go to > Fair Data/Premiums > Class Cngs**. See Figure 1.

Figure 1. Method Class Change

2. Select the **classes** that need a new method in the *Known Class* list.

Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new method** in the *Known Methods* list.
4. The selected method displays in the *Selected* field.
5. Click **Process**.

Change a Premium Table

1. Click **Go to > Fair Data/Premiums > Class Cngs**. See Figure 2.
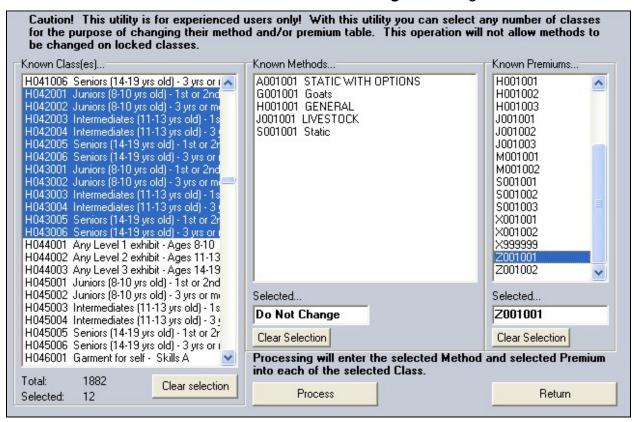

Figure 2. Premium Table Class Change

2. Select the **classes** that need a new premium table in the *Known Class* list.

Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new premium table** in the *Known Premiums* list.

4. The selected premium table displays in the *Selected* field.

5. Click **Process**.

Change a Method and Premium Table

1. Click **Go to > Fair Data/Premiums > Class Cngs**. See Figure 3.
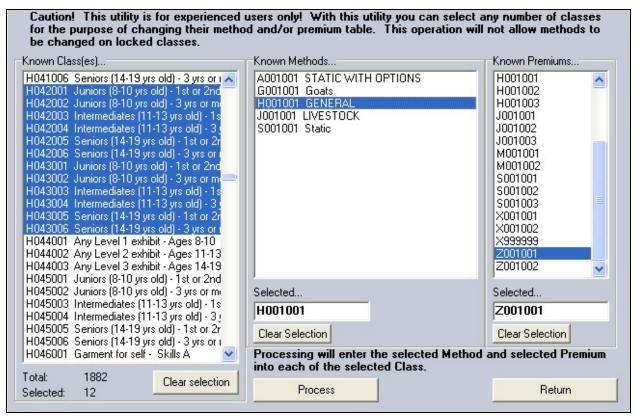

Figure 3. Method & Premium Change

2. Select the **classes** that are changing in the *Known Class* list.

   Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new method** in the *Known Methods* list.

4. Highlight the **new premium table** in the *Known Premiums* list.

5. The selected method and premium table displays in the *Selected* fields.

6. Click **Process**.