About This Guide

This guide explains many of the functions of CollaborativeEdge, including:

- New Business
- Endorsements
- Registry of Motor Vehicle Inquiries
- Browsing Mercury
- Downloading AL3 Files

The guide illustrates screens and selections wherever possible.

Often, this guide will show only the most relevant part of a screen, and it may include arrows to draw attention to a specific option. These arrows appear only in the guide and not on the screens themselves.

Audience

The intent of this guide is to address the needs of data entry operators and insurance agents.

Updates

From time to time, CGI will update pages in this manual. For your convenience, we will incorporate the month and year of the change at the bottom of each updated page.

On-line Help

CollaborativeEdge provides you with on-line help. For example, each window or page contains the following help icon that you can press at any time either for assistance or additional information:

The navigation sequence is modeled after ACORD's Application for Massachusetts Vehicle Insurance. You can navigate within CollaborativeEdge by advancing or returning to any page, except within a New Business transaction (which requires sequential navigation).
System Requirements

CollaborativeEdge requires the following minimum hardware and software:

✓ An Intel Pentium 133 MHz CPU with 64 MB of memory and an SVGA color video display. (Technically, a 66 MHz Intel 486 CPU with 16 MB is acceptable, but the performance may be less than satisfactory.)
✓ A 28.8 K modem, either US Robotics- or Hayes-compatible.
✓ Windows 95, 98, or NT 4.0.
✓ Microsoft Internet Explorer, version 3.02a or higher.
✓ An account with an Internet service provider. (See Selecting an Internet Service Provider, published by CGI.)