



2021 Unit Pre-Edit Tool Enhancements

This visual guide provides the details of the latest enhancements made within the **Unit Pre-Edit Tool**.

Enhancement 1—Expanded the Transmission Log Search Criteria

The Transmission Log search criteria has been expanded to provide a more robust experience with the:

- Addition of a data grade filter to allow you to select one or more data grades to assist with prioritizing your work. The default for this screen is “All Data Grades.”
- Removal of the Advanced Search link from the screen to show all available search criteria.

The screenshot shows the NCCI Pre-Edit Tool interface. At the top left is the NCCI logo and the text "Pre-Edit Tool". At the top right is a search bar with "Search ncci.com" and a magnifying glass icon. Below this is a navigation bar with links: "Contact Us", "Log Out", and "My Profile". The main content area has a header "Transmission Log" and a sub-header "45856 - NCCI TRAINING COMPANY". Below this is a search form with the following fields:

Transmission ID	Pol Nbr	Unit DG	State
All	Equals	All Data Grades	All States
Pol Eff From	Pol Eff To	Rpt Nbr	Carrier
mm/dd/yyyy	mm/dd/yyyy	All	All My Carriers

At the bottom of the form are two buttons: "Search" and "Clear Search".



Enhancement 2—Added Processing Status to Transmission Log Screen

When selecting the **Submit to Pre-Edit**, **Submit to Production**, or **Delete** action buttons, the associated Transmission ID will display “PROCESSING” within the User Name column. Once processing is complete, the transmission will be available.

Average processing time is within 30 minutes. If the submission still has a “PROCESSING” status after an hour, contact NCCI’s Customer Service for assistance.

Transmission Log History Upload Data Tools and Information ▾

! The selected item(s) were resubmitted successfully.

Transmission Log

45856 - NCCI TRAINING COMPANY

Transmission ID

All ▾

Pol Nbr

Equals ▾

Unit DG

All Data Grades ▾

State

All States ▾

Pol Eff From

mm/dd/yyyy

Pol Eff To

mm/dd/yyyy

Rpt Nbr

All ▾

Carrier

All My Carriers ▾

Search

Clear Search

Submit to Pre-Edit

Submit to Production

Delete

Select	Transmission ID	Transmission Date/Time ▾	Transmission Expir ▾	User Name ▾	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	PROCESSING	5	0	0	5	
▶ <input type="checkbox"/>	45856junedemo2	05/27/2021 08:34:57 AM	08/25/2021	D.Trainer	12	2	4	6	7
▶ <input type="checkbox"/>	45856junedemo1	05/27/2021 08:26:55 AM	08/25/2021	D.Trainer	12	1	4	7	4

1

1 - 3 of 3 items



Enhancement 3—Ability to Resubmit Deleted Transmissions Using Same File Name

A previously deleted transmission from the **Unit Pre-Edit Tool** can now be resubmitted using the same file name. As a result, you will no longer receive a “duplicate file name” error email. However, transmissions with the same file name that are not deleted from the tool first will continue to be rejected.

Transmission Log

45856 - NCCI TRAINING COMPANY

Transmission ID: All Pol Nbr: Equals Unit DG: All Data Grades State: All States

Pol Eff From: mm/dd/yyyy Pol Eff To: mm/dd/yyyy Rpt Nbr: All Carrier: All My Carriers

Search Clear Search

Original file must be deleted

Submit to Pre-Edit Submit to Production Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	3
<input type="checkbox"/>	45856junedemo2	05/27/2021 08:34:57 AM	08/25/2021	D.Trainer	12	2	4	6	7
<input checked="" type="checkbox"/>	45856junedemo1	05/27/2021 08:26:55 AM	08/25/2021	D.Trainer	12	1	4	7	4

1 - 3 of 3 items

Transmission Log History Upload Data Tools and Information

Transmission(s) deleted successfully.

Transmission Log

45856 - NCCI TRAINING COMPANY

Transmission ID: All Pol Nbr: Equals Unit DG: All Data Grades State: All States

Pol Eff From: mm/dd/yyyy Pol Eff To: mm/dd/yyyy Rpt Nbr: All Carrier: All My Carriers

Search Clear Search

Submit to Pre-Edit Submit to Production Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	3
<input type="checkbox"/>	45856junedemo2	05/27/2021 08:34:57 AM	08/25/2021	D.Trainer	12	2	4	6	7
<input type="checkbox"/>	45856junedemo1	05/27/2021 08:26:55 AM	08/25/2021	PROCESSING	12	1	4	7	

1 - 3 of 3 items

Delete is in progress

Once your transmission has been deleted in the tool, you can resubmit a new file using the same name.



Once your file has been resubmitted, the Transmission Log will display the most recent version of the file with a new transmission date/time and expiration date:

Transmission Log

45856 - NCCI TRAINING COMPANY

Transmission ID
All

Pol Nbr
Equals

Unit DG
All Data Grades

State
All States

Pol Eff From
mm/dd/yyyy

Pol Eff To
mm/dd/yyyy

Rpt Nbr
All

Carrier
All My Carriers

Search

Clear Search

Submit to Pre-Edit

Submit to Production

Delete

Expiration date resets

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	45856junedemo1	06/02/2021 11:13:56 AM	08/31/2021	D.Trainer	12	0	0	12	13
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	3
<input type="checkbox"/>	45856junedemo2	05/27/2021 08:34:57 AM	08/25/2021	D.Trainer	12	2	4	6	7

1

1 - 3 of 3 Items

Enhancement 4—Availability of Action Buttons Based on Selection

Your options to **Submit to Pre-Edit**, **Submit to Production** or **Delete** will be available for use depending on which level of your file you are working with: (1) Transmission Level, (2) Data Grade Level, or (3) Unit Level:

Submit to Pre-Edit

Submit to Production

Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5

1

Select	DG	Nbr Units	Nbr Edits
<input type="checkbox"/>	2	5	5

2

Select	Go To	Insured	Pol Nbr	Last Activity	Updated	Carrier	Pol Eff	State	Rpt Nbr	Corr Seq	Admin Nbr	Risk ID	FEIN
<input type="checkbox"/>	≡	TESTORK TOWERS LLC	NAETDTV2021DTVI91	05/27/2021	Y	45856	01/01/2014	NH - 28	1	0	21147A0191	917925658	521394031
<input type="checkbox"/>	≡	TESTORK TOWERS LLC	NAETDTV2021DTVI93	05/27/2021	N	45856	01/01/2014	NY - 31	1	0	21147A0193	917925658	521394031
<input type="checkbox"/>	≡	TESTORK TOWERS LLC	NAETDTV2021DTVI94	05/27/2021	N	45856	01/01/2014	NY - 31	1	0	21147A0194	917925658	521394031
<input type="checkbox"/>	≡	TESTORK TOWERS LLC	NAETDTV2021DTVI95	05/27/2021	N	45856	01/01/2014	NY - 31	1	0	21147A0195	917925658	521394031
<input type="checkbox"/>	≡	TESTORK TOWERS LLC	NAETDTV2021DTVI92	05/27/2021	Y	45856	01/01/2014	VA - 45	1	0	21147A0192	917925658	521394031

3

1

50

Items per page

1 - 5 of 5 Items



Action buttons are available as follows:

1. Transmission Level—All action buttons are available

<div>Submit to Pre-Edit</div> <div>Submit to Production</div> <div>Delete</div>										
Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits	
<input checked="" type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5	

2. Data Grade Level—**Submit to Production** and **Delete** are available

Submit to Pre-Edit

Submit to Production

Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5

Select	DG	Nbr Units	Nbr Edits
<input checked="" type="checkbox"/>	2	5	5

3. Unit Level—**Delete** is available

Submit to Pre-Edit

Submit to Production

Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5

Select	DG	Nbr Units	Nbr Edits
<input type="checkbox"/>	2	5	5

Select	Go To	Insured	Pol Nbr	Last Activity	Updated	Carrier	Pol Eff	State	Rpt Nbr	Corr Seq	Admin Nbr	Risk ID	FEIN
<input checked="" type="checkbox"/>	≡	TESTORK TOWERS LLC	NAETDTV2021DTVI91	05/27/2021	Y	45856	01/01/2014	NH - 28	1	0	21147A0191	917925658	521394031

Note: If you place a check mark next to a different level, your original selection will be removed, and your latest selection will determine which action buttons will be available to you.



Enhancement 5—Relocated the Action Buttons on the Unit Details Screen

The action buttons have been relocated from the left to the right of the screen to help avoid inadvertently deleting a unit.

[Return to Transmission](#)

Outstanding Unit Edit / Validation View

Submit to Pre-Edit Submit to Production Delete Unit

Header/Name **Exposure** Claim Total

+ Add Exposure × Delete Exposure(s)

Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status
<input type="checkbox"/>		0	R	01	1111	Y	0	0000.000	0	0.000	01/01/03	01/01/03	0	0	

1

1 - 1 of 1 items