

THOMSON REUTERS™ ODEN POLICY TERMINATOR

PRINTING A NOTICE FROM HISTORY

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Document Version 1

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PRINTING A NOTICE FROM HISTORY

You can print a previously generated notice from the **Policy Locate** screen.

1. From the **Main** menu, select either **Commercial** or **Personal Lines**.

Commercial Lines - Policy Locate					Apply Filter
12 Policies					
View	Edit	Policy Number ✓	Named Insured	State	Status
Top of List					
			test	MI	DL
			test	MI	DL
			test	MI	EC
		0094947	0094947	NJ	NC
		1001	Joanne Company, Inc.	AK	
		123	Jane's Company	MD	NF
		12345	test	NY	NC
		123tur4uru	75y4r7y	AK	NC

2. Select the View icon  on a policy record with a previously generated notice. Any status code at the far right is fine except DL.

POLICY TERMINATOR	
Commercial	
Policy Read-Only	
Main Menu	
Edit	
Add New	
Copy	
Name Search	
Policy Number Search	
Delete	
Additional Interest	
Notice History	
Create Notice	
ODEN SR&R Library	
Help	
Back	

3. This changes the side menu and opens the **Policy Information** screen.

4. At the bottom of the screen is the **Notice History** section.

Notice History 				
Notice	Generation Date	Last Print Date	Effective Date	Mail Date
   Cancellation	5/9/2021	5/9/2021	7/13/2021	5/10/2021
   Nonrenewal	5/7/2021	5/7/2021	5/21/2022	3/18/2022
   Nonrenewal	3/29/2021	4/13/2021	5/21/2022	3/18/2022

Icons

	Opens the Notice History Detail screen.
	Allows you to attach a note to the notice (internal use only).
	voids a notice.

5. Select the **File Folder**  icon for the Notice History you want to examine.

6. The system records your selections when you created the notice. Scroll down to the bottom of the screen.

Notice Copies					
Batch View	View	Copy Type	Name	Address	Additional Copies
☐		Named Insured	Chapel Wood Twinhome Homeowners' Association, Inc.	2100 Summer St NE Ste 280 c/o Cities Management Minneapolis MN 554133024	☐ Branch Office ☐ Home Office
☐		Producer	test2 test5	abc insured avenue test25 abc insured avenue test25 NEW test MD 55555	☐ Branch Office ☐ Home Office
☐		CC List			☐ Branch Office ☐ Home Office

☐ Update Print Date

7. Select the notice you want to view or print. You can view or print a selected copy or all copies of a notice. At the bottom of the screen select **View All**. If you get a Windows or Internet Explorer message, just click through it.
8. The system opens Adobe Acrobat. Select the **Print** icon on the Adobe toolbar to print the notice.