Chapter 5

Color Schemes and Blank Forms

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Changing Nexsure Color Schemes

If the current color scheme does not match your Organizations look and feel, there are some color options available. Access Nexsure Color Schemes by clicking on the **SETUP** link located on the Utility menu and then clicking the **Color Schemes** link located on the Setup Console.
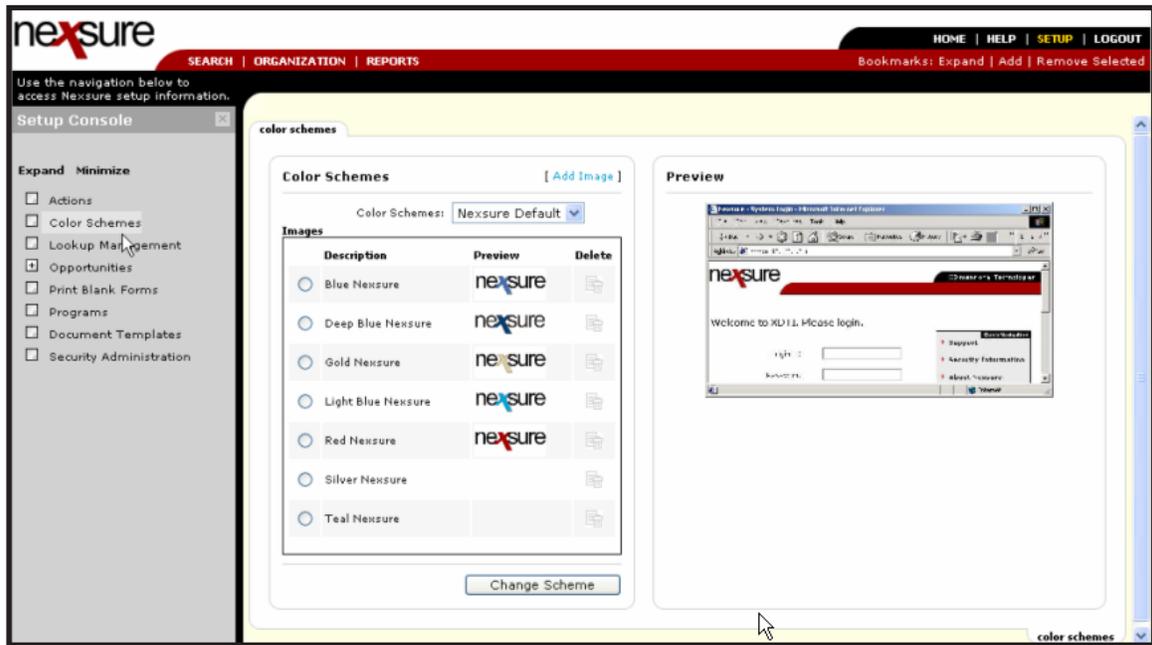
The Nexsure logo default color is Nexsure Red, but may be changed to any of the following:

- Blue Nexsure

- Deep Blue Nexsure

- Gold Nexsure

- Light Blue Nexsure

- Red Nexsure

- Silver Nexsure

- Teal Nexsure

The Nexsure default color scheme is Nexsure Default, a burgundy color like the "X" in the Nexsure Red logo. The scheme may be changed to any of the following:

- Nexsure Default

- Rich Gold

- Bright Blue

- Miami Teal

- Ghost Silver

- Sky Blue

- Deep Blue

To change to one of the other Nexsure logo colors and color scheme, click the Color Scheme drop-down box and choose the menu colors first, then click the radio button by the desired logo and finally click the Change Scheme button for the changes to take place. As the different selections are made they may be previewed on the right side of the screen before making the final decision. Change the colors as often as needed.

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Adding Your Own Logo

If it is preferred to have your own logo instead of the Nexsure logo when in Nexsure use the following instructions:

Before attempting to add a logo, make sure the dimensions and format are correct.

- The logo must have a gif extension.

- The logo must not be larger than 135 X 58 pixels or a file size larger than 10KB.
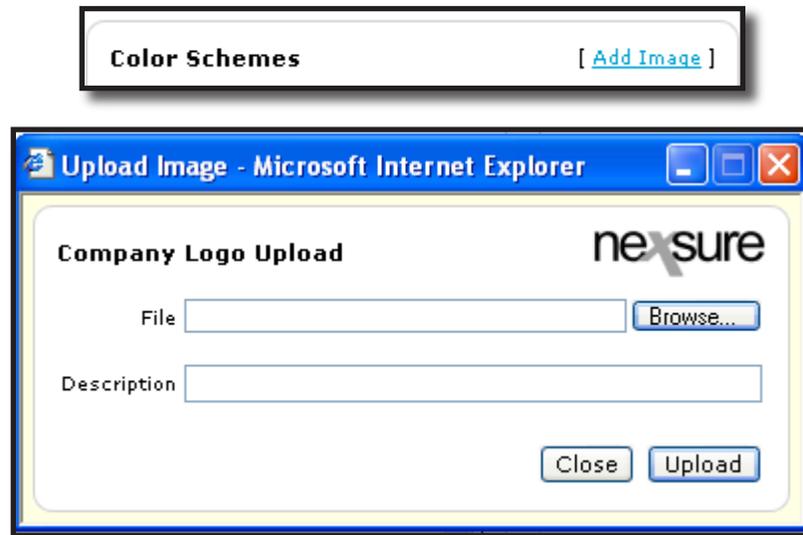
   **Note:** To resize a logo use a graphics program such as Microsoft Photo Editor.

Once the size and formatting are correct:

Click the Add image link located at the top of the color scheme page to display the Company Logo Upload pop-up window.

Click the **Browse** link to display locations on your computer and/or network. After locating the logo, click the file to select and then the Open button to display the Company Logo Upload again.
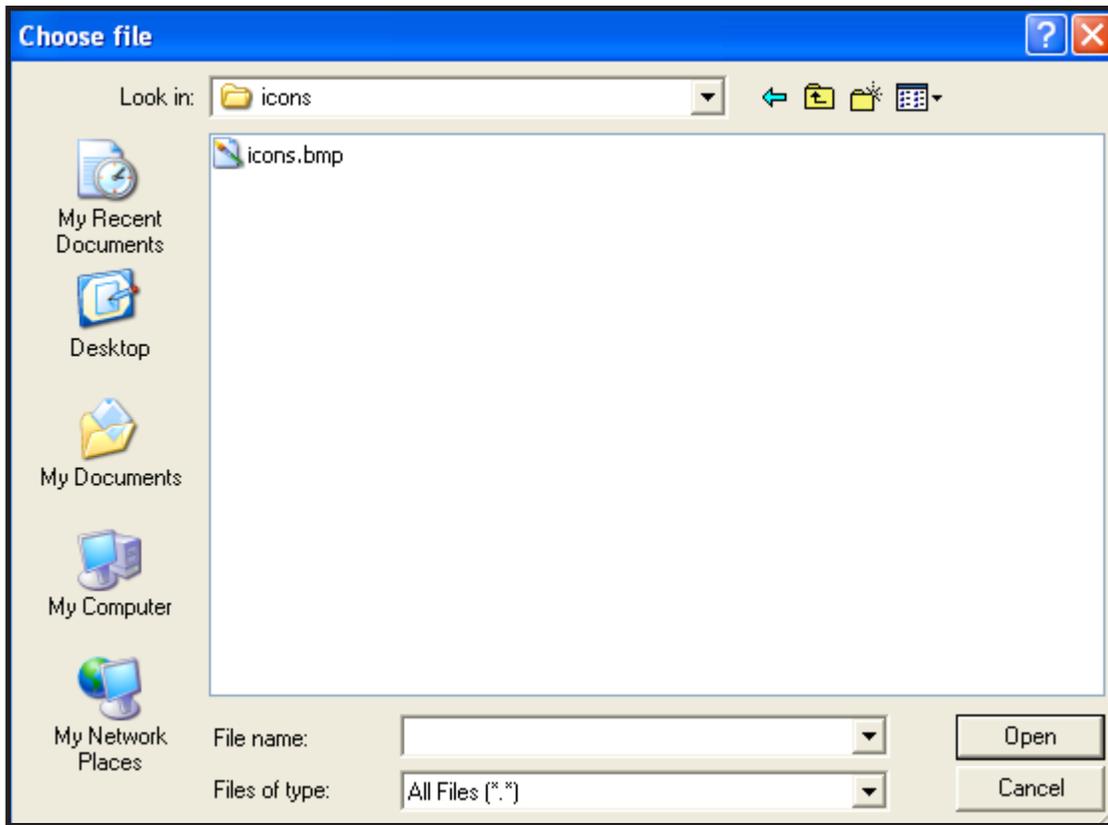
A description of the logo is required, so enter a description. The description will not be a part of the logo.

Click the Upload button to add the logo to Nexsure. If Close is selected instead, the process is aborted.

As long as the newly added logo is in use it cannot be removed. Change the logo and the **Remove** icon for the added logo becomes active. Click the **Remove** icon to remove from the scheme list. No prompt will display, the logo will be removed.

Note: To resize a logo use a graphics program such as Microsoft Photo Editor.

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Printing Blank Forms

Sometimes it is necessary just to have a blank form not from a specific clients account. To print a blank form, follow the instructions below:

Access Print Blank Forms by clicking on the **SETUP** link located on the Utility menu and then clicking the **Lines of Business** link located on the Setup Console. By default all the forms are available.

If searching for state specific forms such as Personal or commercial auto use the Sate/Province drop-down box to choose the state.

Use the Type drop-down box to select the type of form such as Commercial lines.
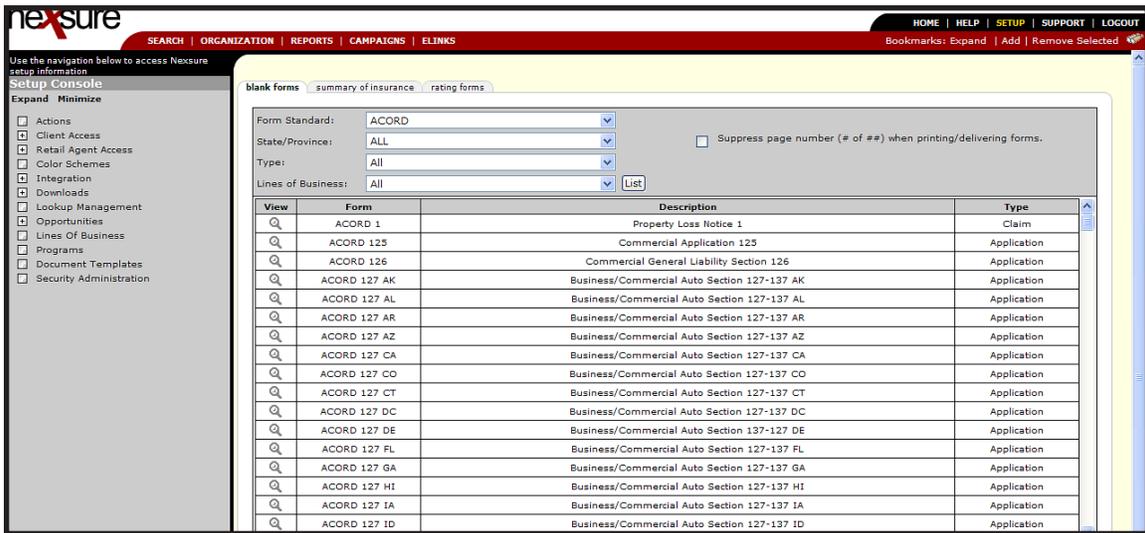
Use the **Lines of Business** drop-down box to select a specific line of business within the other selected search topics such as in the screen below.

After finding the form to be printed, click the **View** ⊞ icon to display the form.

Click the **Printer** icon to display printer options for printing.
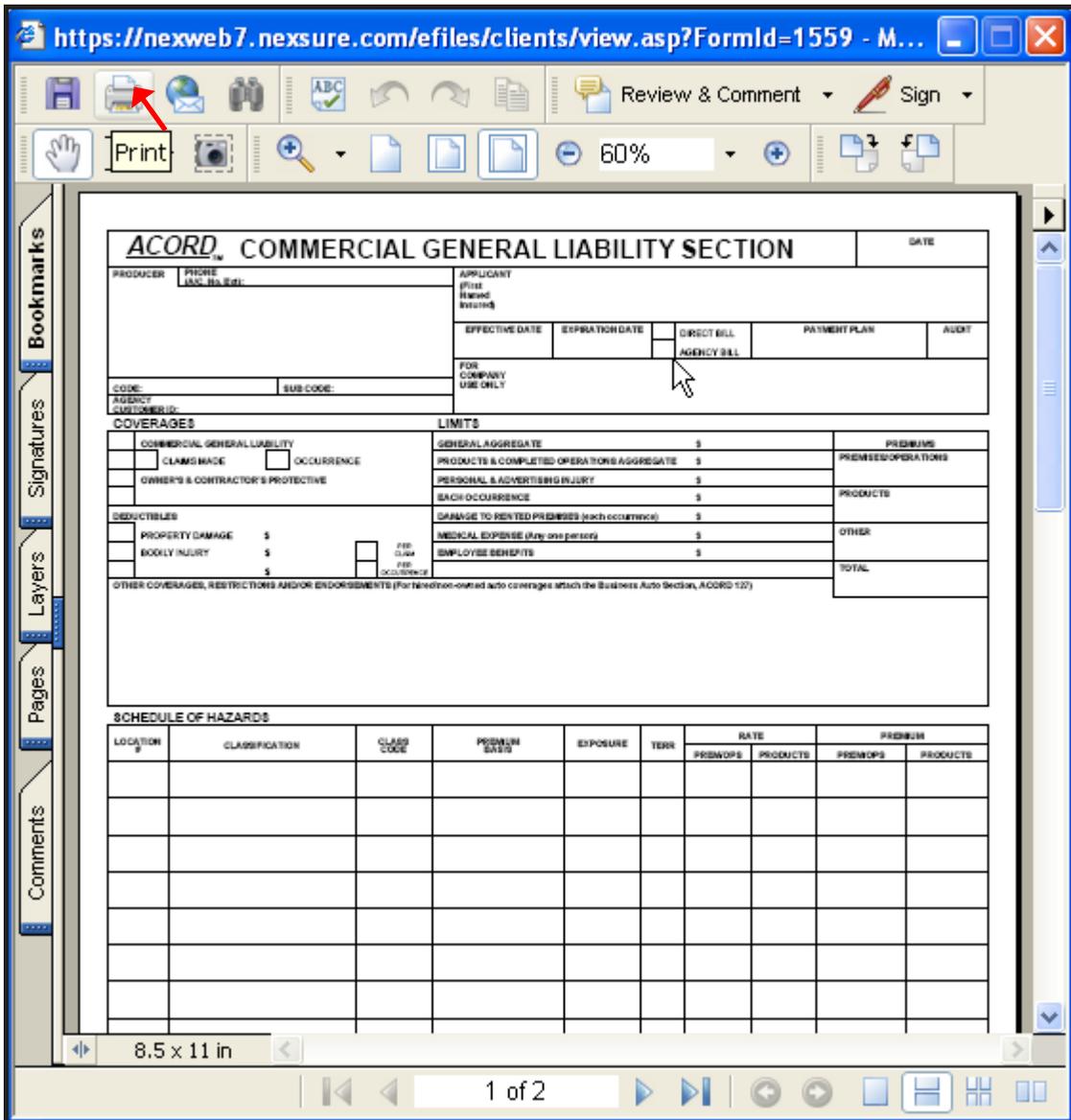
Suppressing Page Numbers on Underwriting Forms

If the page numbers on forms found at the policy underwriting level need to be suppressed, this can be done by clicking the **SETUP** link on the **Utility** menu, the **Print Blank Forms** link on the Setup Console and checking the box beside **Suppress page number (# of ##) when printing/delivering forms.** Checking this box not only suppresses the page number when printing, but also on the Delivery screen in Nexsure. This is a global setting that affects the entire organization's forms.

When the **Suppress page number (# of ##) when printing/delivering forms** box is unchecked, the page numbers print as shown below:

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