OCTOBER 2018

Claim Variability Benchmarks

Quick Start Guide

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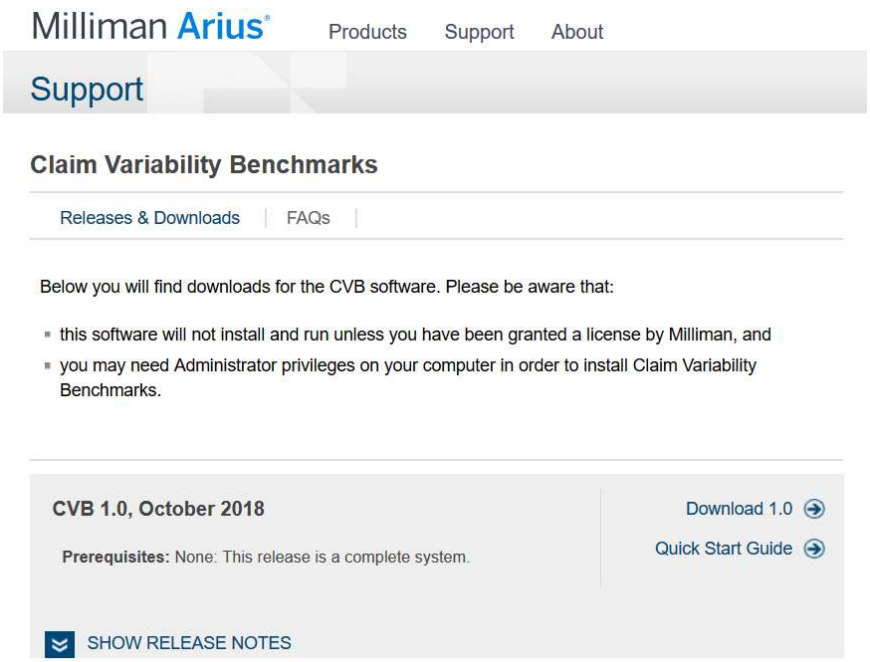
1. Installing the Claim Variability Benchmarks

STEP 1: DOWNLOAD INSTALLATION FILE

Thank you for licensing the Milliman Claim Variability Benchmarks™.

- After the license has been processed, you will receive instructions for where to download the software.
- Click on **Download 1.0** to download the installation file to your computer.

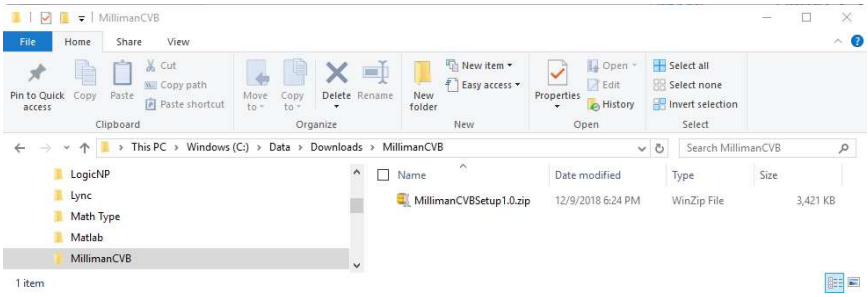


STEP 2: UNZIP FILES

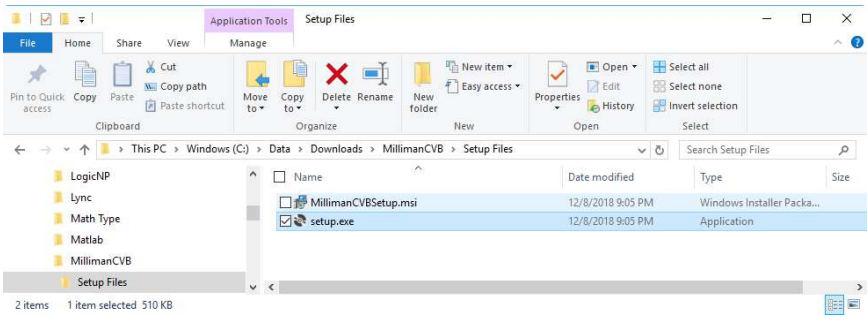
In the folder where you saved the installation file, unzip the files into a new folder.

(The folders shown are only examples, you can use any folder names you choose.)

Downloaded file:

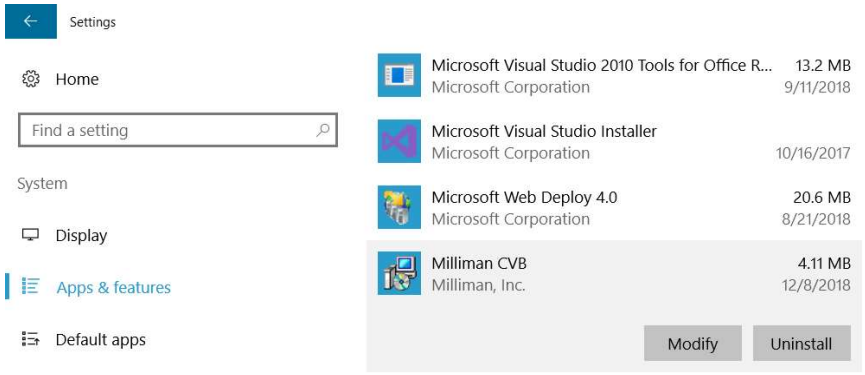


Files after unzipped



STEP 3: UNINSTALL PRIOR VERSION

- *If this is the first installation, you can skip this step.*
- Before installing, if you have installed an earlier version, **you must uninstall the prior version before installing the new version.**
- Use Windows Settings to find the prior installation.
  - Windows 10: Start |System | Applications and Features
  - Windows 7: Start |Control Panel | Programs and Features



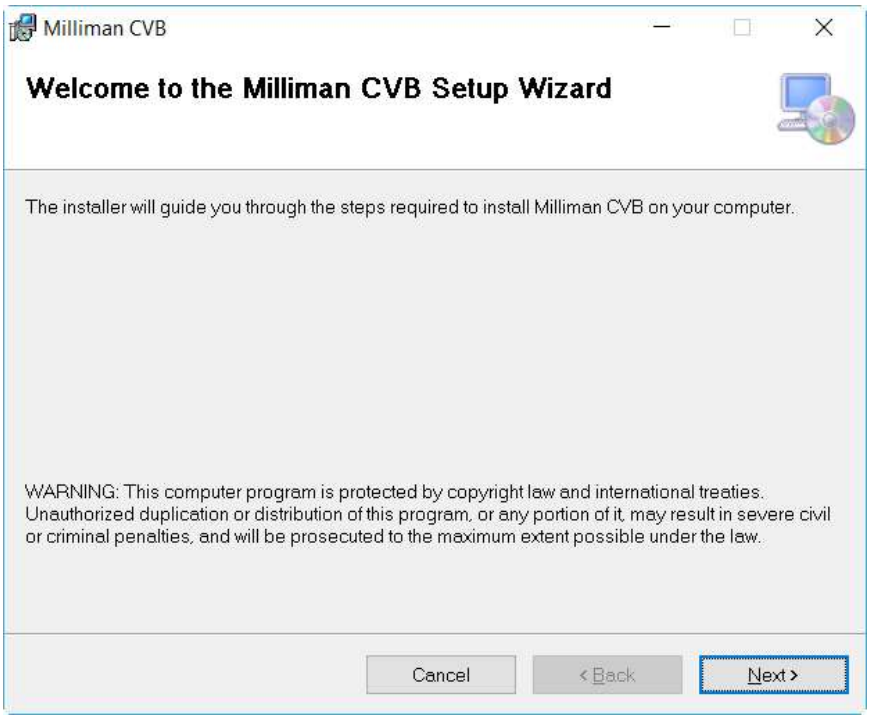
STEP 4: RUN SETUP.EXE TO INSTALL MILLIMAN CVB

Make sure Excel is closed prior to running the installation program.

1. Double click on the **Setup.exe** file as shown in Step 2.

   This will start the Setup Wizard.

2. Click **Next** and follow instructions for installing the Milliman CVB.

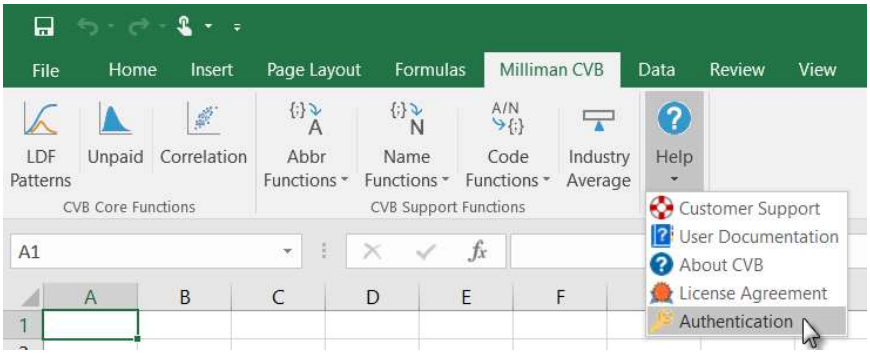


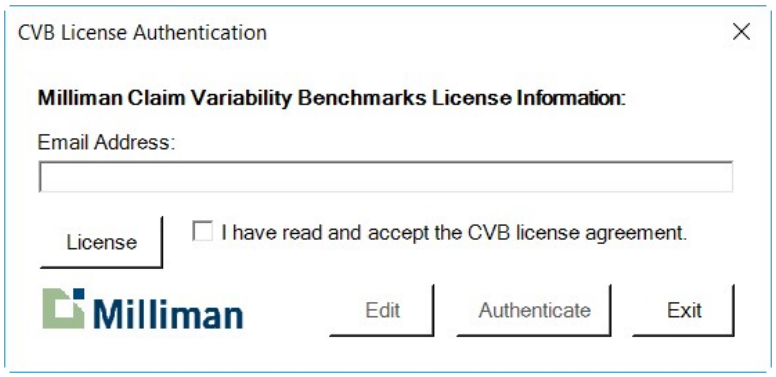
STEP 5: OPEN EXCEL & AUTHENTICATE LICENSE

After the installation process is complete, you can open Excel and the Milliman CVB ribbon should appear after the Formulas ribbon.

1. Click on HELP | AUTHENTICATION to open the License Authentication window.
2. Enter the email address you used when you licensed the system, click the checkbox to confirm that you accept the license agreement, and click the **Authenticate** button.

   All of the Milliman CVB functions should now be activated.



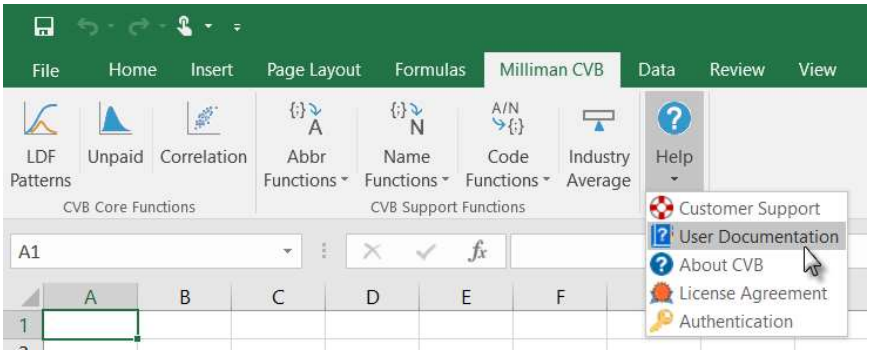


2. Getting Started with the Milliman CVB

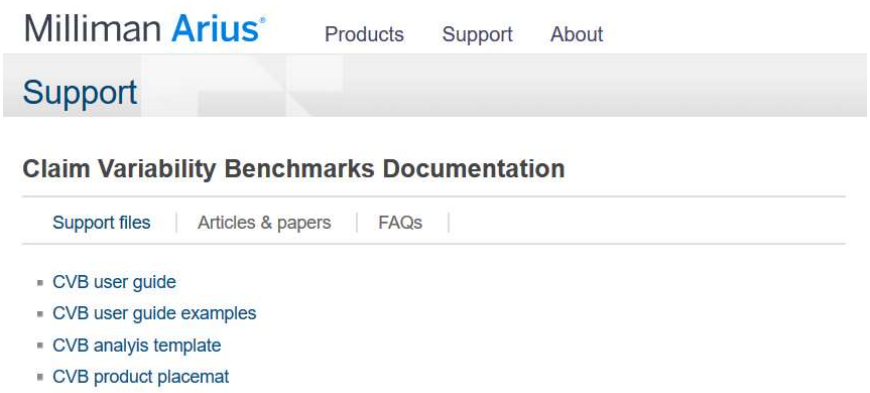
After the CVB has been installed and the license has been authenticated, the Milliman CVB ribbon and all of the functions will always be available for use in Excel. Help in learning about the functions and how to use them are available through the Milliman CVB ribbon.

HELP FROM THE USER GUIDE

1. Click on HELP | USER DOCUMENTATION to access the Support files on the Milliman website.



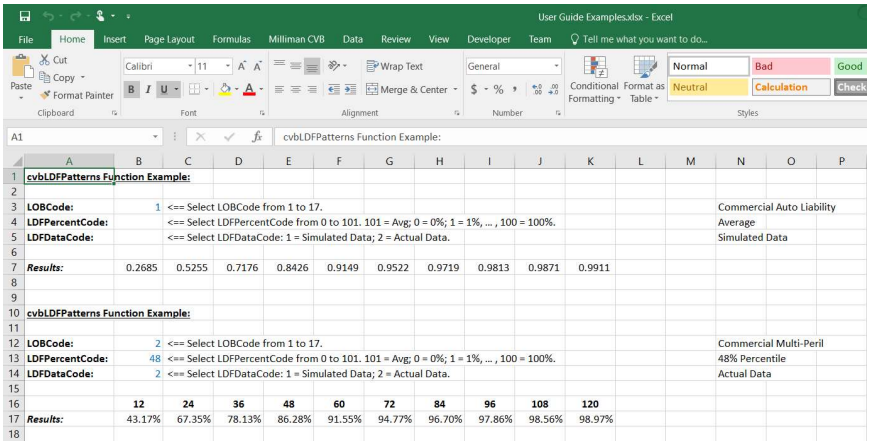
2. From the Support webpage, click on **CVB user guide** to download a copy of the User Guide.



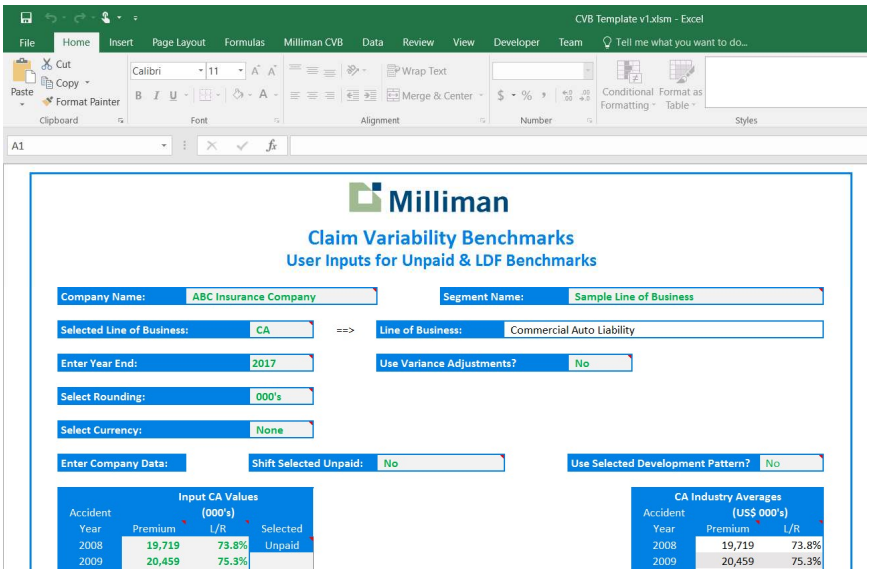
3. The Claim Variability Benchmarks User Guide contains detailed information and examples for using every function.

USING THE SAMPLE FILES

1. From the Support webpage, click on **CVB user guide examples** to download an Excel file that contains all of the examples used in the User Guide.



2. Also from the Support webpage, click on **CVB analysis template** to download an Excel file that has been designed to illustrate the analytical capabilities of all the functions.



3. Deactivating / Activating the CVB Product

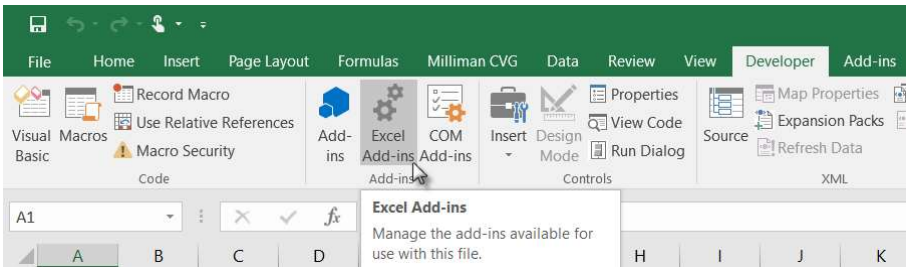
After installation and activation, the Milliman CVB ribbon and all functions will be active whenever you open Excel.

The CVB should not interfere with other Excel add-ins, but if you need to deactivate the product temporarily, you can follow the instructions below.

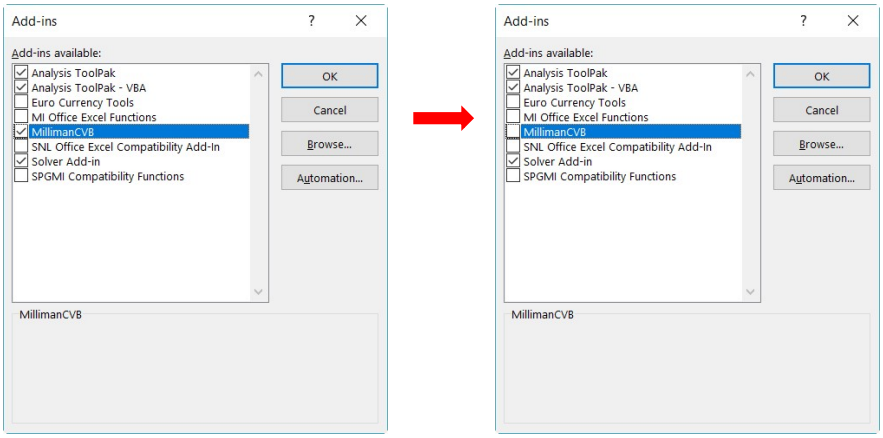
TEMPORARY DEACTIVATION – CVB FUNCTIONS

1. Click on the **Excel Add-ins** button on the **Developer** ribbon to open the Add-ins window.

   (Another option is to use FILE | OPTIONS | ADD-INS, select Manage: EXCEL ADD-INS and click the GO button to open the Add-ins window.)



2. Click on the **Milliman CVB** checkbox to deactivate (uncheck) the Milliman CVB functions.



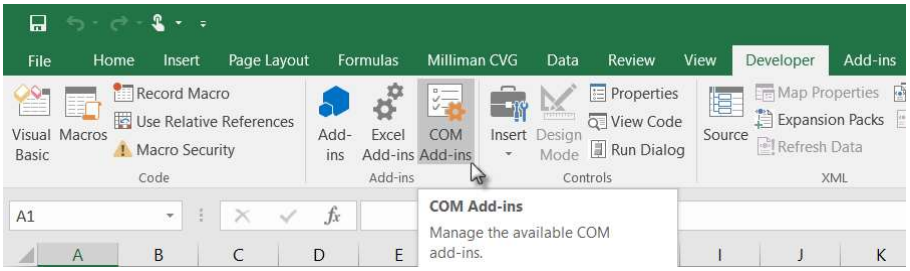
   All of the Milliman CVB functions will no longer be accessible or visible in the Functions list.

(See page 12 if the Developer ribbon is not visible.)

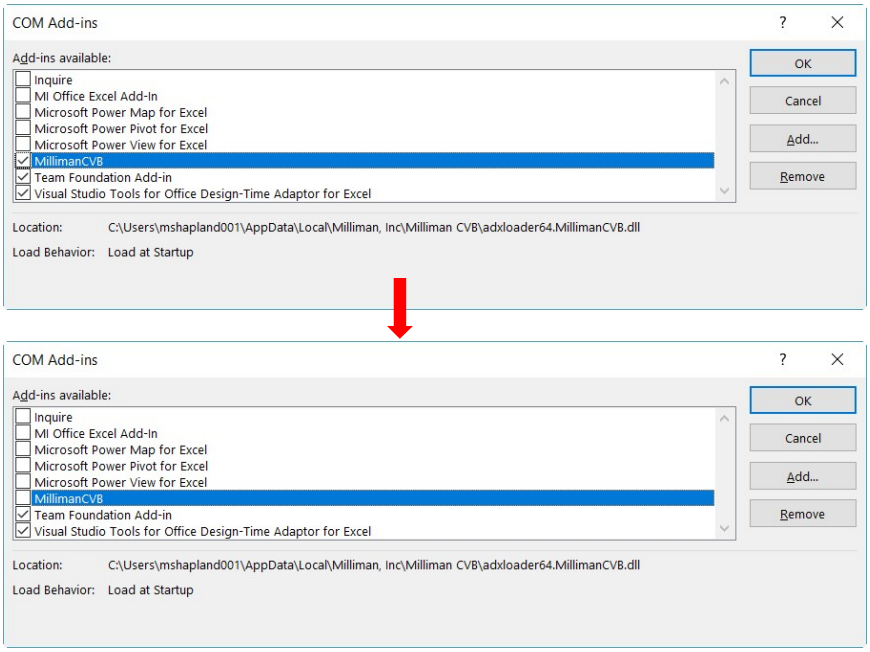
TEMPORARY DEACTIVATION – CVB RIBBON

1. Click on the **COM Add-ins** button on the **Developer** ribbon to open the COM Add-ins window.

   (Another option is to use FILE | OPTIONS | ADD-INS, select Manage: COM ADD-INS and click the GO button to open the COM Add-ins window.)



2. Click on the **Milliman CVB** checkbox to deactivate (uncheck) the Milliman CVB ribbon.



   The Milliman CVB ribbon will no longer be visible or accessible in Excel.

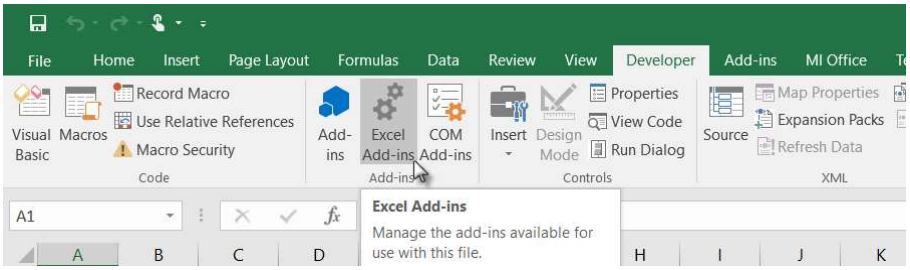
(See page 12 if the Developer ribbon is not visible.)

REACTIVATION – CVB FUNCTIONS

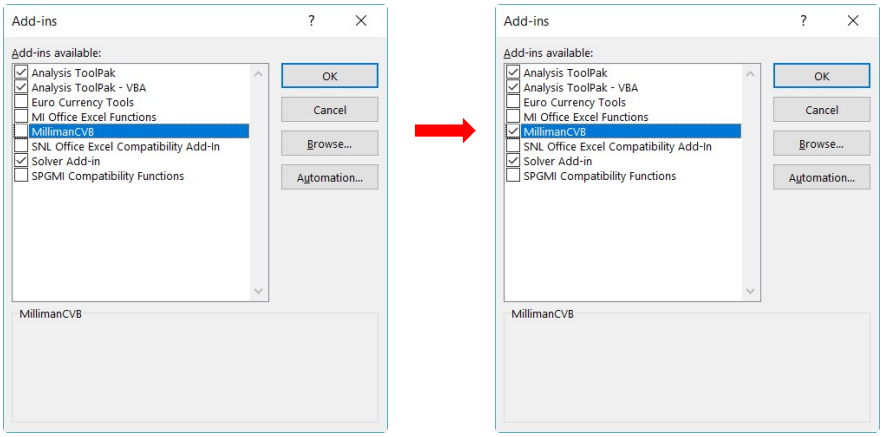
If the Milliman CVB ribbon and/or functions have been temporarily deactivated, you can follow the instructions below to reactivate the ribbon and/or functions.

1. Click on the **Excel Add-ins** button on the **Developer** ribbon to open the Add-ins window.

   (Another option is to use FILE | OPTIONS | ADD-INS, select Manage: EXCEL ADD-INS and click the GO button to open the Add-ins window.)



2. Click on the **Milliman CVB** checkbox to activate (check) the Milliman CVB functions.



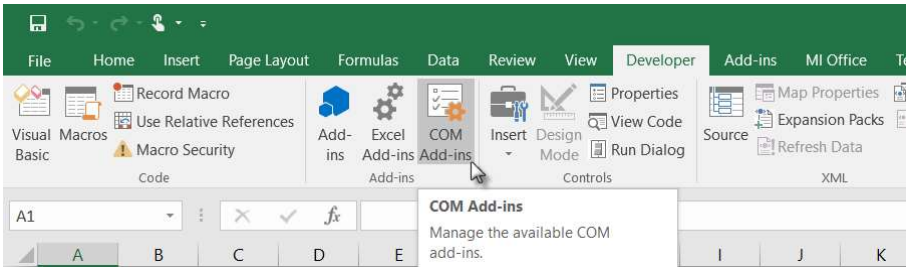
   All of the Milliman CVB functions will again be accessible and visible in the Functions list.

(See page 12 if the Developer ribbon is not visible.)

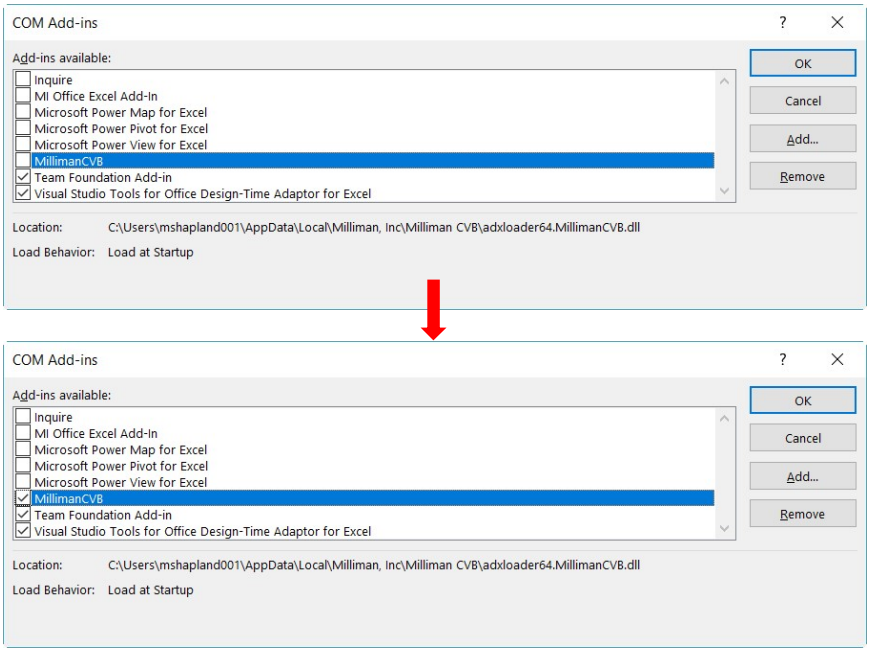
REACTIVATION – CVB RIBBON

1. Click on the **COM Add-ins** button on the **Developer** ribbon to open the COM Add-ins window.

   (Another option is to use FILE | OPTIONS | ADD-INS, select Manage: COM ADD-INS and click the GO button to open the COM Add-ins window.)



2. Click on the **Milliman CVB** checkbox to activate (check) the Milliman CVB ribbon.



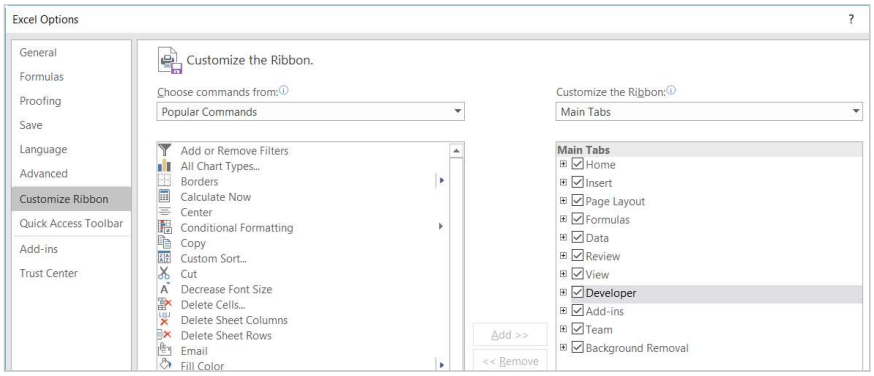
   The Milliman CVB ribbon will be visible and accessible in Excel.

(See page 12 if the Developer ribbon is not visible.)

ACTIVATE EXCEL DEVELOPER RIBBON

If the Developer ribbon is not visible in Excel, follow the instructions below.

1. Click on FILE | OPTIONS to open the Excel Options window.



2. In the Excel Options window, select the **Customize Ribbon** option and then check the **Developer** checkbox.

3. Select **OK**.

   The Developer ribbon will now be visible in Excel.