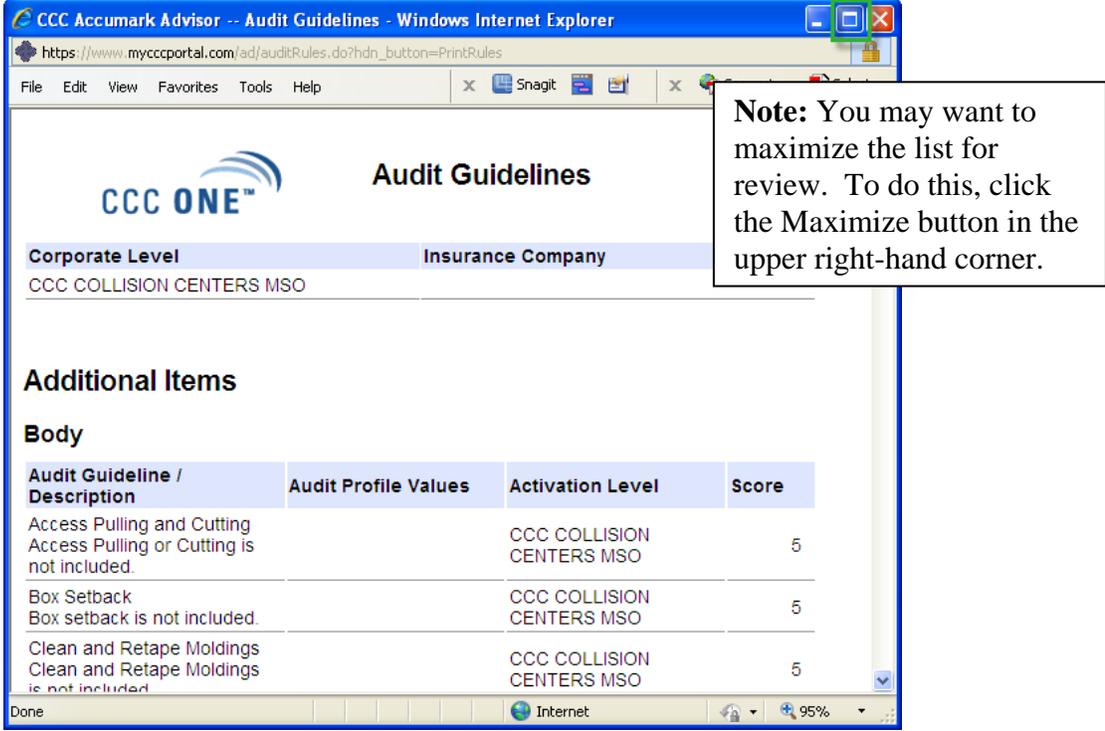


How to Print Audit Guidelines

Introduction

Once the Audit Guidelines are set, you can print a list for your records. This job aid is an overview of the steps necessary to print an Audit Guidelines list.

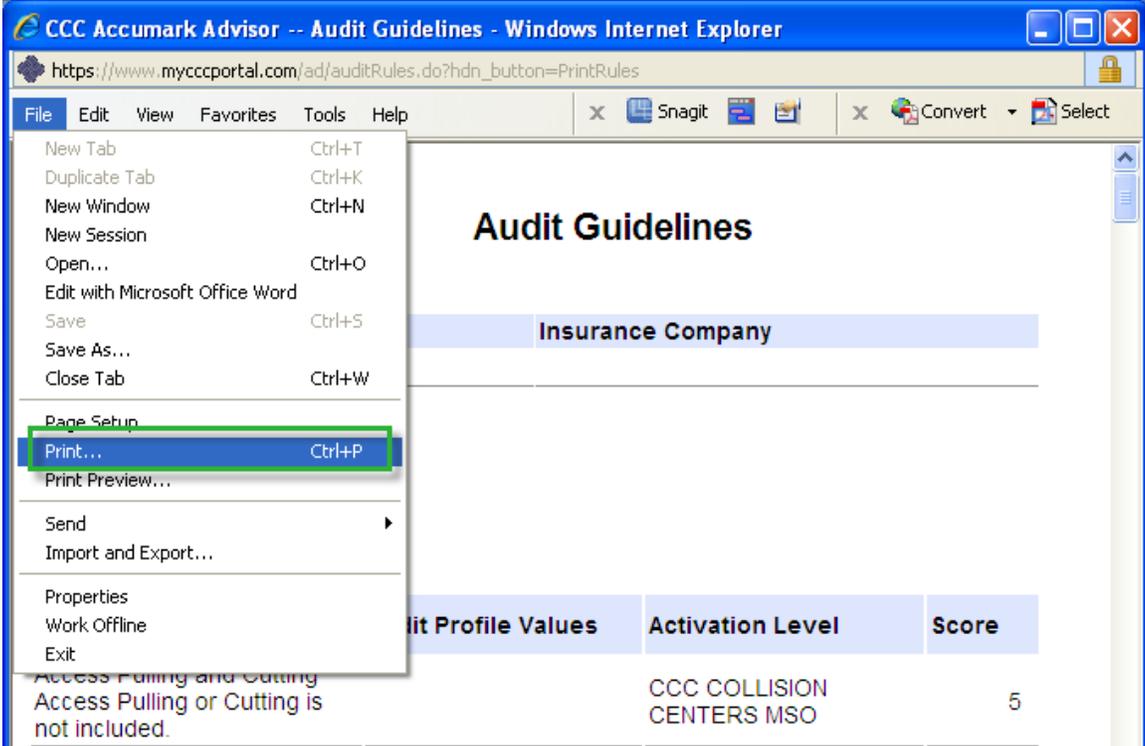
Printing Audit Guidelines

Step	Action																
1	<p>From the Edit Audit Guidelines screen, click the Print button.</p>  <p>The screenshot shows the 'View Audit Guidelines' screen. At the top, there are dropdown menus for 'Select Corporate Level & Insurance Company' and 'View Audit Guideline Activation & Score'. Below these, the 'Corporate Level' is set to 'CCC COLLISION CENTERS MSO' and the 'Insurance Company' is also 'CCC COLLISION CENTERS MSO'. Under the 'Audit Guidelines' section, there are expandable items: 'Additional Items', 'Administration', 'Rates', and 'Repair vs. Replace'. At the bottom left, the 'Print' button is highlighted with a green box, and a 'cancel' button is next to it.</p>																
2	<p>A print version of the Audit Guidelines opens.</p>  <p>The screenshot shows a print preview window titled 'CCC ONE™ Audit Guidelines'. The window displays the 'Corporate Level' and 'Insurance Company' as 'CCC COLLISION CENTERS MSO'. Below this, there is a section for 'Additional Items' with a table. A note box with a green border points to the maximize button in the window's title bar, stating: 'Note: You may want to maximize the list for review. To do this, click the Maximize button in the upper right-hand corner.'</p> <table border="1" data-bbox="344 1486 1133 1726"> <thead> <tr> <th data-bbox="344 1486 607 1528">Audit Guideline / Description</th> <th data-bbox="607 1486 818 1528">Audit Profile Values</th> <th data-bbox="818 1486 1045 1528">Activation Level</th> <th data-bbox="1045 1486 1133 1528">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="344 1528 607 1604">Access Pulling and Cutting Access Pulling or Cutting is not included.</td> <td data-bbox="607 1528 818 1604"></td> <td data-bbox="818 1528 1045 1604">CCC COLLISION CENTERS MSO</td> <td data-bbox="1045 1528 1133 1604">5</td> </tr> <tr> <td data-bbox="344 1604 607 1659">Box Setback Box setback is not included.</td> <td data-bbox="607 1604 818 1659"></td> <td data-bbox="818 1604 1045 1659">CCC COLLISION CENTERS MSO</td> <td data-bbox="1045 1604 1133 1659">5</td> </tr> <tr> <td data-bbox="344 1659 607 1726">Clean and Retape Moldings Clean and Retape Moldings is not included.</td> <td data-bbox="607 1659 818 1726"></td> <td data-bbox="818 1659 1045 1726">CCC COLLISION CENTERS MSO</td> <td data-bbox="1045 1659 1133 1726">5</td> </tr> </tbody> </table>	Audit Guideline / Description	Audit Profile Values	Activation Level	Score	Access Pulling and Cutting Access Pulling or Cutting is not included.		CCC COLLISION CENTERS MSO	5	Box Setback Box setback is not included.		CCC COLLISION CENTERS MSO	5	Clean and Retape Moldings Clean and Retape Moldings is not included.		CCC COLLISION CENTERS MSO	5
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How to Print Audit Guidelines, Continued

Printing Audit Guidelines (continued)

Step	Action
3	<p>To print the list, click File and select Print from the drop list:</p>  <p>The screenshot shows a browser window titled "CCC Accumark Advisor -- Audit Guidelines - Windows Internet Explorer". The address bar shows the URL "https://www.mycccportal.com/ad/auditRules.do?hdn_button=PrintRules". The "File" menu is open, and the "Print..." option is highlighted with a green box. The page content includes a header "Insurance Company" and a table with columns "Audit Profile Values", "Activation Level", and "Score". The table contains one row: "CCC COLLISION CENTERS MSO" with a score of 5.</p>
4	<p>Follow the prompts to complete the print request – typically, selecting a print and clicking the Print button within the Print dialog box.</p>