

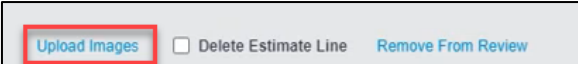
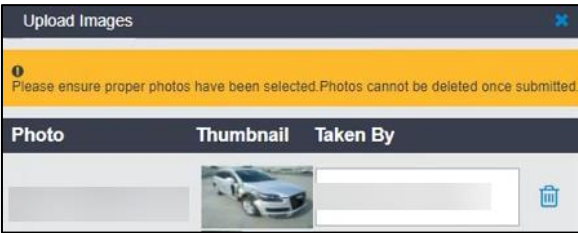
## CCC® Ad-Hoc Estimate Review Guidance Report

### Overview

The Ad-Hoc Estimate Review Guidance Report enables insurance carriers to merge file review data, reinspection data, and Ad-Hoc Estimate Review images into one all-inclusive report that can be used for training purposes.

**Note:** The user must have the appropriate permissions to use the Guidance Report functionality. The upload image functionality is only available for reviews completed in the CCC® Portal.


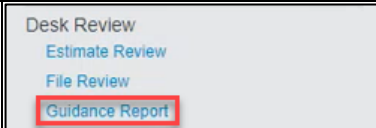
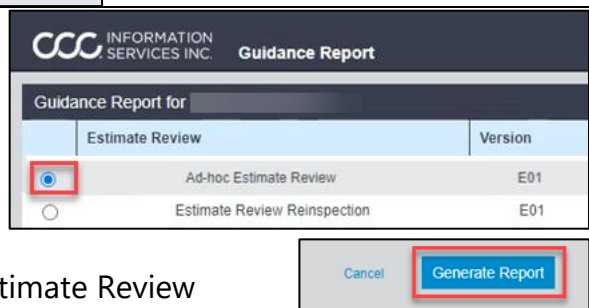
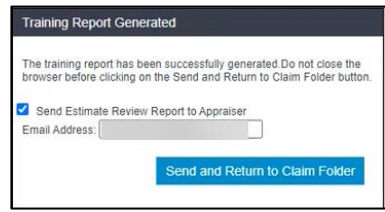
### Estimate Review – Upload Images

Step	Action
1	Open the claim folder in the CCC® Portal and select <b>Ad-Hoc Estimate Review</b> from the left panel.
2	Select the estimate or supplement version to review, lines to review and the desired review action.
<p><b>Optional:</b> In the Reinspection Details screen, click <b>Upload Images</b> to select and add images to the Estimate Lines.</p>  <p>The selected images will display as thumbnails in a pop-up window.</p>  <p>Review the photos to ensure they are correct. Delete them from this screen using the trash can icon as needed. Photos cannot be deleted once submitted. Click <b>Submit</b> to upload the photos.</p> <p><b>Note:</b> 4 images may be added per line, and 20 images may be added in total for the Ad-Hoc Estimate Review. These images will be stored in the claim folder and included in the Guidance Report. The images will NOT be included in the standard Ad-Hoc Estimate Review Report.</p>	
3	Follow your process to complete the Ad-Hoc Estimate Review.


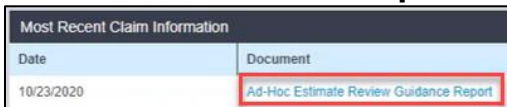
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## CCC® Ad-Hoc Estimate Review Guidance Report, Continued

### Run Guidance Report

Step	Action
1	Once the Ad-Hoc Estimate Review is completed, <b>refresh</b> the claim folder by clicking the <b>refresh</b> button. 
2	Click <b>Guidance Report</b> from the left panel of the claim folder. 
3	A list of available Estimate Review reports will display. Select the <b>radio button</b> of the desired Ad-Hoc Estimate Review report and click <b>Generate Report</b> . 
4	A confirmation message appears once the report is generated. If desired, specify an email address and click <b>Send and Return to Claim Folder</b> to email a copy of the report to a specific user and then return to the claim folder. 

### Access Guidance Report

Step	Action
1	Return to the claim folder and, <b>refresh</b> the claim folder by clicking the <b>refresh</b> button. 
2	The Guidance Report is included in the <b>Summary</b> tab of the claim folder. Click the <b>report link</b> to open it. 
3	The report includes file review data, reinspection data, and Ad-Hoc Estimate Review images.