

Workflow Claims Management (CCC Portal) – Claim Folder Images – View and Execute Actions

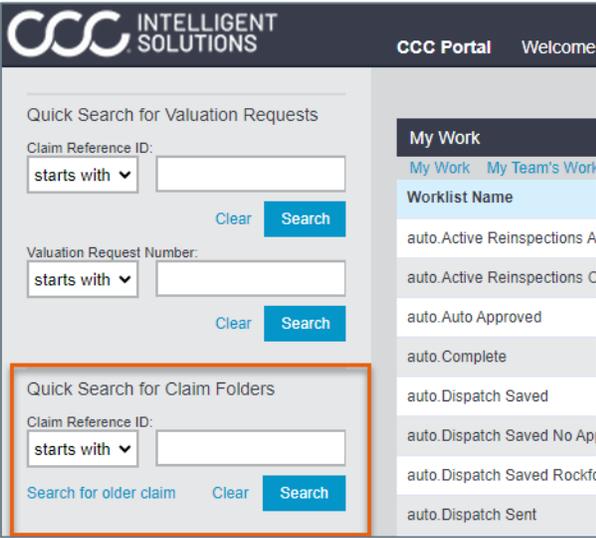
Overview

This document reviews the steps necessary for locating and executing actions such as printing and sending images related to Claim Folders within CCC ONE® Workflow Claims Management (CCC Portal).

Note: Similar processes can be used to view and print documents.

View Claim Folder Images

Follow the steps in the table below to view claim folder images:

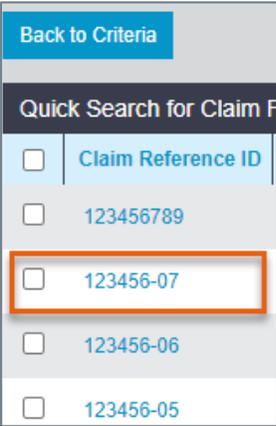
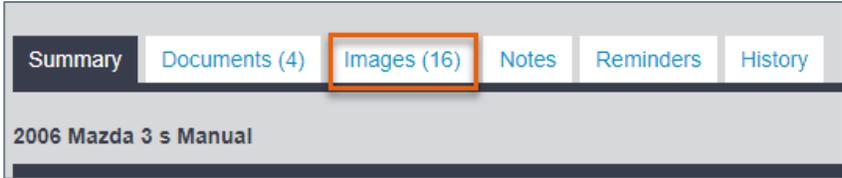
Step	Action
1	<p>From the CCC Portal homepage, enter the Claim Reference ID into the Quick Search for Claim Folders field, and then click Search.</p> <p>Note: At least 4 characters must be entered in this field. Searches can be conducted with starts with or contains parameters.</p> 

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Workflow Claims Management (CCC Portal) – Claim Folder Images

– View and Execute Actions, Continued

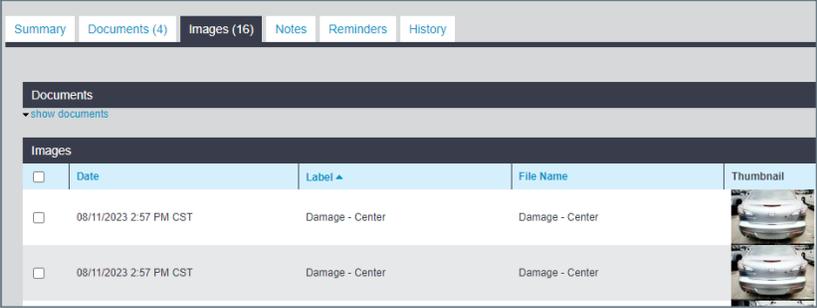
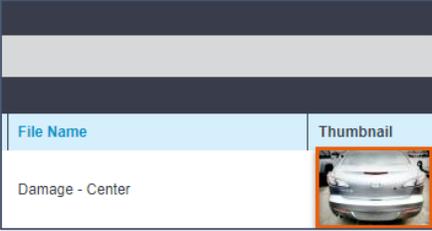
View Claim Folder Images,
continued

Step	Action
2	<p>From the list of search results, click the Claim Reference ID of the appropriate Claim Folder.</p>  <p>The screenshot shows a search interface with a 'Back to Criteria' button at the top. Below it is a search bar labeled 'Quick Search for Claim F'. A list of search results is displayed, each with a checkbox and a 'Claim Reference ID'. The ID '123456-07' is highlighted with an orange border, indicating it is the target for the action.</p>
3	<p>The Claim Folder summary page displays. Click the Images tab to view Claim Folder images.</p>  <p>The screenshot shows the 'Summary' page of a claim folder. At the top, there are several tabs: 'Summary', 'Documents (4)', 'Images (16)', 'Notes', 'Reminders', and 'History'. The 'Images (16)' tab is highlighted with an orange border, indicating it is the target for the action. Below the tabs, the text '2006 Mazda 3 s Manual' is visible.</p>

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Workflow Claims Management (CCC Portal) – Claim Folder Images – View and Execute Actions, Continued

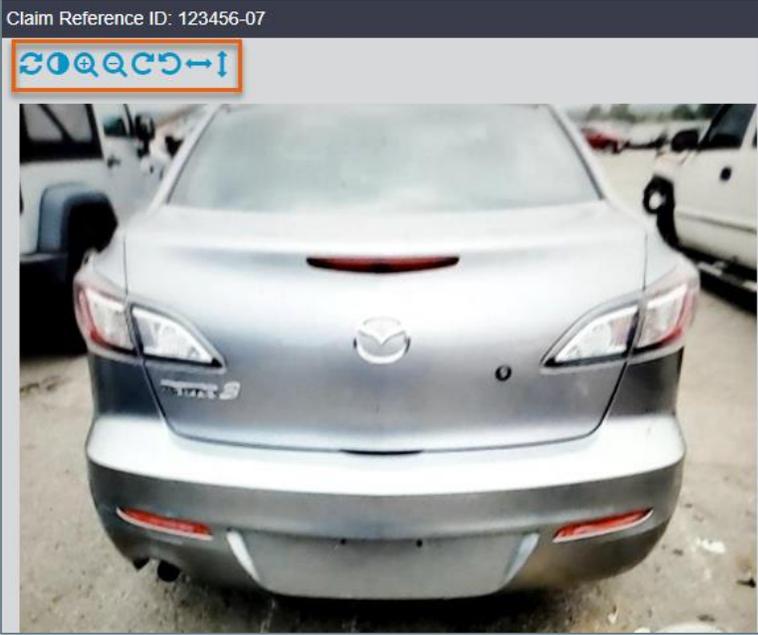
View Claim Folder Images, continued

Step	Action
4	<p>The Claim Folder Images are displayed.</p> 
5	<p>To view a full-sized image, click the appropriate image thumbnail. Note: The full-sized image will open in a new window.</p> 

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Workflow Claims Management (CCC Portal) – Claim Folder **Images** – **View and Execute Actions**, Continued

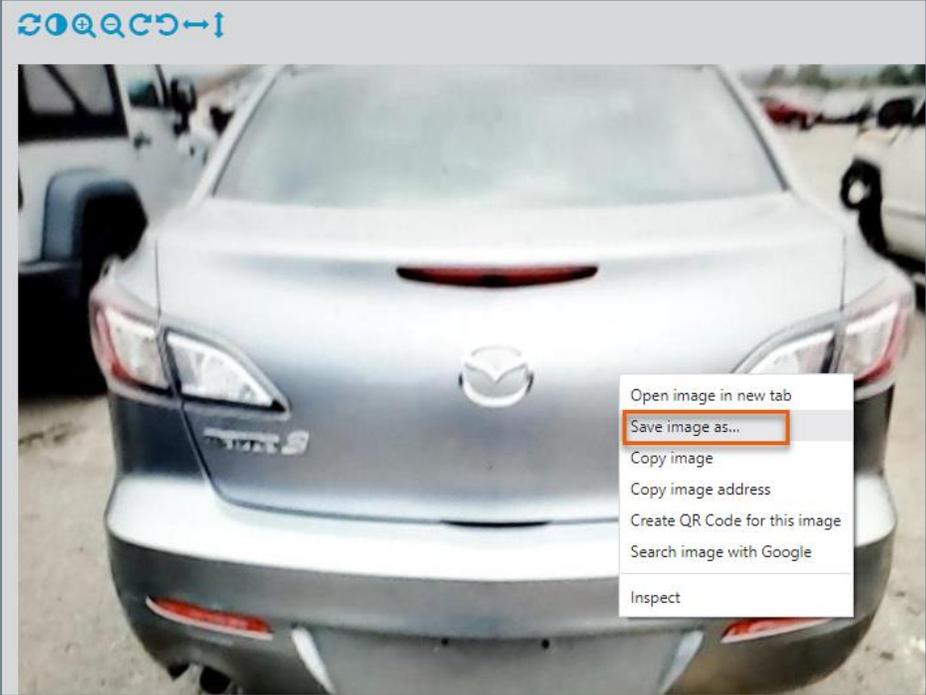
Image Action Follow the steps in the table below to perform functions related to the image:

Step	Action																
1	<p>Open the full-sized version of the appropriate image. Several actions can be completed from this window.</p> 																
2	<p>Select the appropriate icon from the image menu to edit the image.</p> <table border="1" data-bbox="407 1333 1230 1726"> <thead> <tr> <th data-bbox="407 1333 496 1367">Icon</th> <th data-bbox="496 1333 1230 1367">Function</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 1367 496 1421"></td> <td data-bbox="496 1367 1230 1421">Restore Image</td> </tr> <tr> <td data-bbox="407 1421 496 1476"></td> <td data-bbox="496 1421 1230 1476">Invert Image</td> </tr> <tr> <td data-bbox="407 1476 496 1530"></td> <td data-bbox="496 1476 1230 1530">Zoom In</td> </tr> <tr> <td data-bbox="407 1530 496 1585"></td> <td data-bbox="496 1530 1230 1585">Zoom Out</td> </tr> <tr> <td data-bbox="407 1585 496 1640"></td> <td data-bbox="496 1585 1230 1640">Rotate Clockwise</td> </tr> <tr> <td data-bbox="407 1640 496 1694"></td> <td data-bbox="496 1640 1230 1694">Rotate Counterclockwise</td> </tr> <tr> <td data-bbox="407 1694 496 1726"></td> <td data-bbox="496 1694 1230 1726">Flip Horizontally</td> </tr> </tbody> </table>	Icon	Function		Restore Image		Invert Image		Zoom In		Zoom Out		Rotate Clockwise		Rotate Counterclockwise		Flip Horizontally
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Workflow Claims Management (CCC Portal) – Claim Folder **Images** – View and Execute **Actions**, Continued

Image Action, continued

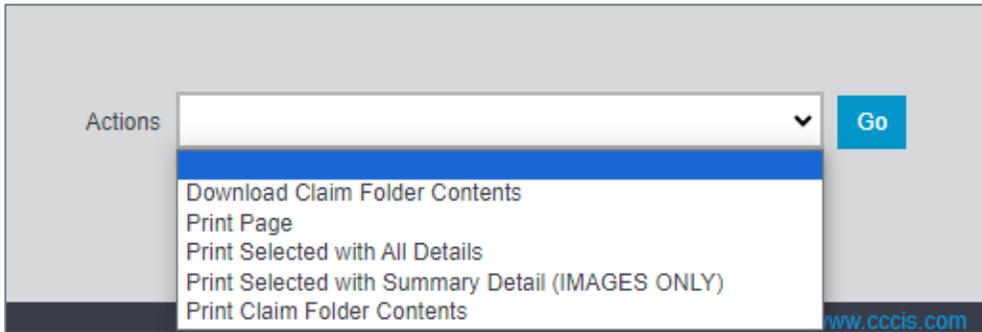
Step	Action								
	<table border="1"> <thead> <tr> <th data-bbox="407 579 496 636">Icon</th> <th data-bbox="496 579 1230 636">Function</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 636 496 695"></td> <td data-bbox="496 636 1230 695">Flip Vertically</td> </tr> </tbody> </table>	Icon	Function		Flip Vertically				
Icon	Function								
	Flip Vertically								
3	<p>To complete additional image actions, right click the full- sized image, and then click the desired action from the menu.</p>  <p>Follow the steps in the table below to save an image:</p> <p>Save image as...</p> <table border="1"> <thead> <tr> <th data-bbox="386 1654 521 1690">Step</th> <th data-bbox="521 1654 1403 1690">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1690 521 1726">1</td> <td data-bbox="521 1690 1403 1726">Click Save image as... from the image menu.</td> </tr> <tr> <td data-bbox="386 1726 521 1761">2</td> <td data-bbox="521 1726 1403 1761">Specify the desired file name and save location.</td> </tr> <tr> <td data-bbox="386 1761 521 1793">3</td> <td data-bbox="521 1761 1403 1793">Click Save.</td> </tr> </tbody> </table>	Step	Action	1	Click Save image as... from the image menu.	2	Specify the desired file name and save location .	3	Click Save .
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Workflow Claims Management (CCC Portal) – Claim Folder Images – View and Execute Actions, Continued

Image Action, continued

Images can be printed or downloaded by using the **Actions** drop-down menu on the **Images** tab. Follow the steps in the table below to perform these actions:



Download Claim Folder Contents

Step	Action
1	Select one or more images by clicking the checkbox next to each image, or click the checkbox in the header to select/deselect all.
2	Select Download Claim Folder Contents from the Actions drop-down menu.
3	Click Go .
4	The content downloads; open the content from your web browser's Downloads section.

Print Page

Step	Action
1	Select Print Page from the Actions drop-down menu.
2	Click Go .
3	Select one or more images by clicking the checkbox next to each image; click the checkbox in the header to select/deselect all.
4	Click the Print button. The Print dialog box opens.
5	Select a Printer option, and then click Print .

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Workflow Claims Management (CCC Portal) – Claim Folder **Images** – **View and Execute Actions**, Continued

Image Action, continued

Print Selected with All Details

Step	Action
1	Select one or more images by clicking the checkbox next to each image, or click the checkbox in the header to select/deselect all.
2	Select Print Selected with All Details from the Actions drop-down menu.
3	Click Go . A PDF for the selected content opens in a new browser window.
4	Click the Print button.
5	Select the appropriate printer options then click Print .

Print Selected with Summary Detail (IMAGES ONLY)

Step	Action
1	Select one or more images by clicking the checkbox next to each image, or click the checkbox in the header to select/deselect all.
2	Select Print Selected with All Detail (IMAGES ONLY) from the Actions drop-down menu.
3	Click Go . The Image Detail dialog box opens with the selected image.
4	Click the Print button; the printer dialog box opens.
5	Select the appropriate printer options, and then click Print .

Print Claim Folder Contents

Step	Action
1	Select Print Claim Folder Contents from the Actions drop-down menu.
2	Click Go . A PDF for all the claim folder's content opens in a new browser window.
3	Click the Print button.
4	Select the appropriate printer options, and then click Print .
