

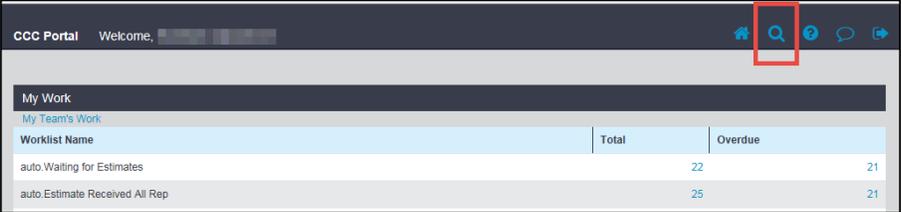
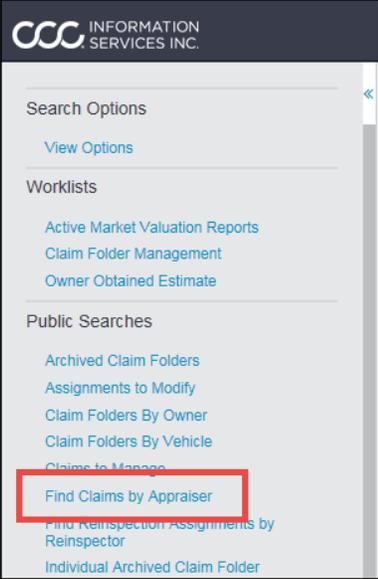
How to Create a Private Search

Overview

This job aid outlines how to create a Private Search in the CCC Portal.

Note: In this example, the *Find Claims by Appraiser* search is used. A Private Search can be created for any of the Searches available in the CCC Portal.

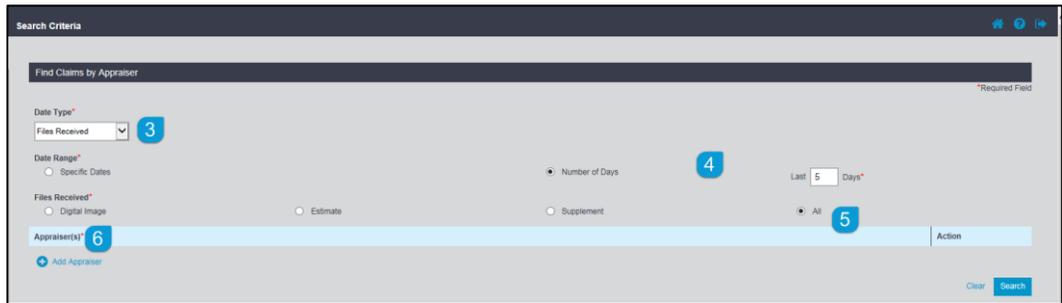
Creating a Private Search

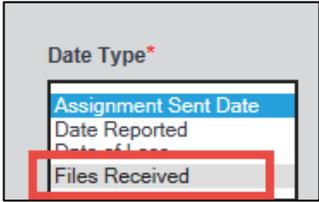
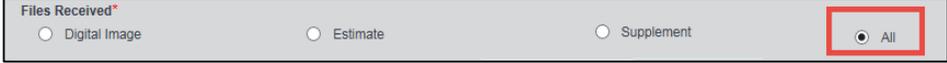
Step	Action									
1	<p>From the CCC Portal Home Page, click the Search icon, which is located in the upper right-hand side of the page.</p>  <p>The screenshot shows the top navigation bar of the CCC Portal. The 'Search' icon, represented by a magnifying glass, is highlighted with a red rectangular box. Below the navigation bar, there is a 'My Work' section with a table of worklists.</p> <table border="1" data-bbox="573 842 1474 934"> <thead> <tr> <th>Worklist Name</th> <th>Total</th> <th>Overdue</th> </tr> </thead> <tbody> <tr> <td>auto.Waiting for Estimates</td> <td>22</td> <td>21</td> </tr> <tr> <td>auto.Estimate Received All Rep</td> <td>25</td> <td>21</td> </tr> </tbody> </table>	Worklist Name	Total	Overdue	auto.Waiting for Estimates	22	21	auto.Estimate Received All Rep	25	21
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2	<p>Select the Find Claims By Appraiser Search link.</p>  <p>The screenshot shows the 'Search Options' menu in the CCC Portal. The 'Find Claims by Appraiser' link is highlighted with a red rectangular box. The menu is organized into sections: Search Options, Worklists, and Public Searches.</p> <ul data-bbox="573 1050 951 1629" style="list-style-type: none"> Search Options <ul style="list-style-type: none"> View Options Worklists <ul style="list-style-type: none"> Active Market Valuation Reports Claim Folder Management Owner Obtained Estimate Public Searches <ul style="list-style-type: none"> Archived Claim Folders Assignments to Modify Claim Folders By Owner Claim Folders By Vehicle Claims to Manage Find Claims by Appraiser Find Reinspection Assignments by Reinspector Individual Archived Claim Folder 									

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How to Create a Private Search, Continued

Creating a Private Search, continued

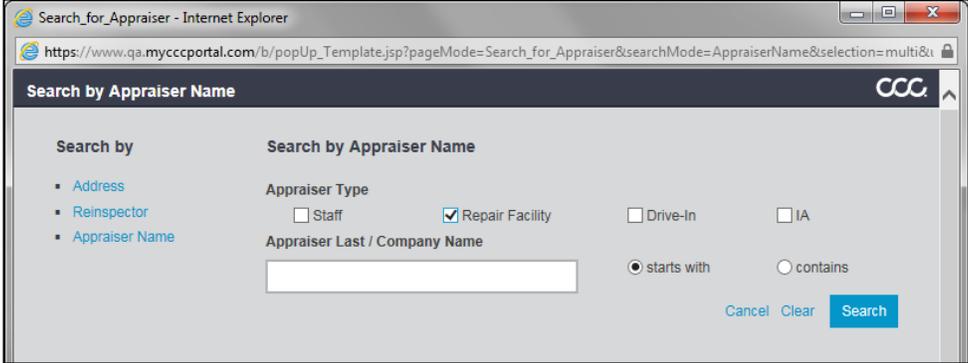
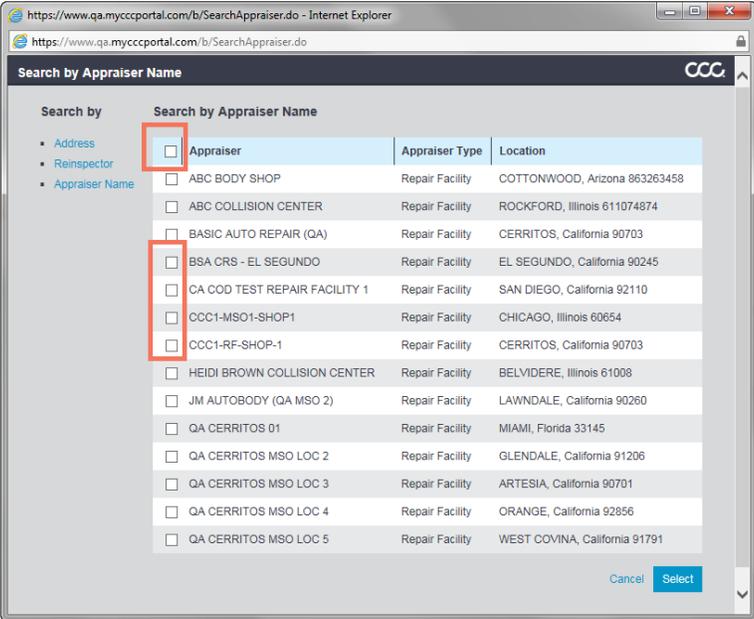


Step	Action
3	<p>Use the drop down arrow to select Date Type. Note: Select File Received as the Date Type.</p> 
4	<p>Use the radio button to select a Date Range. Note: Select Number of Days as the Date Type.</p>  <p>Enter the Number of Days in the text box. Note: Enter 5 for in the text box.</p>
5	<p>Use the radio button to select the Files Received type. Note: Select "All."</p> 
6	<p>Click the  button to Add Appraisers.</p>

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How to Create a Private Search, Continued

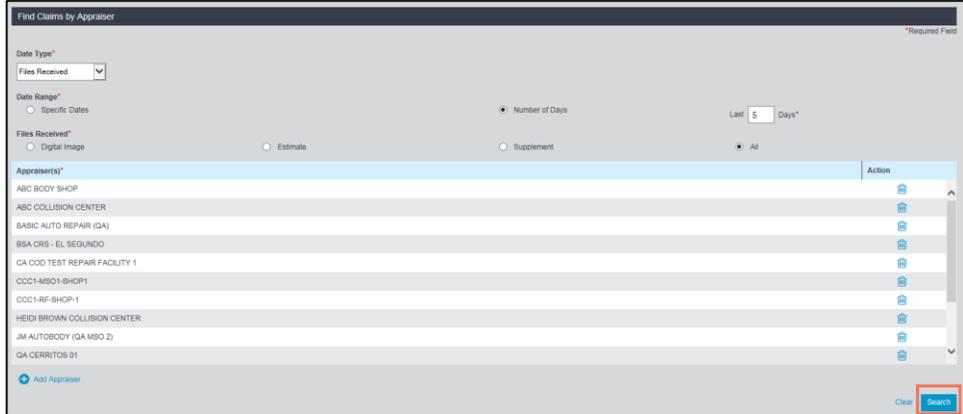
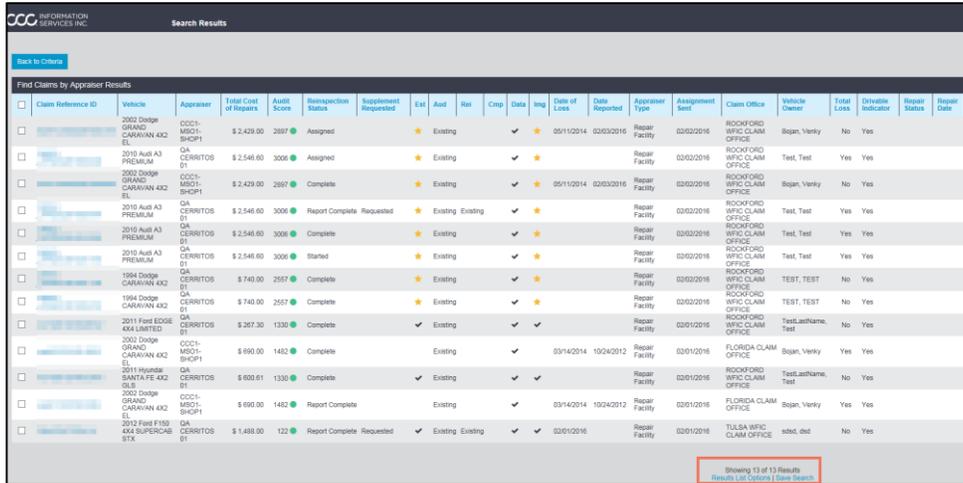
Creating a Private Search, continued

Step	Action																																													
7	<p>Select RF as the Appraiser Type and click the Search button.</p> 																																													
8	<p>Use the check boxes to select the Repair Facilities, as needed. Note: Use the top checkbox to select all of the Repair Facilities in the list.</p>  <table border="1" data-bbox="673 1129 1226 1543"> <thead> <tr> <th>Appraiser</th> <th>Appraiser Type</th> <th>Location</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> ABC BODY SHOP</td><td>Repair Facility</td><td>COTTONWOOD, Arizona 863263458</td></tr> <tr><td><input type="checkbox"/> ABC COLLISION CENTER</td><td>Repair Facility</td><td>ROCKFORD, Illinois 611074874</td></tr> <tr><td><input type="checkbox"/> BASIC AUTO REPAIR (QA)</td><td>Repair Facility</td><td>CERRITOS, California 90703</td></tr> <tr><td><input type="checkbox"/> BSA CRS - EL SEGUNDO</td><td>Repair Facility</td><td>EL SEGUNDO, California 90245</td></tr> <tr><td><input type="checkbox"/> CA COD TEST REPAIR FACILITY 1</td><td>Repair Facility</td><td>SAN DIEGO, California 92110</td></tr> <tr><td><input type="checkbox"/> CCC1-MSO1-SHOP1</td><td>Repair Facility</td><td>CHICAGO, Illinois 60654</td></tr> <tr><td><input type="checkbox"/> CCC1-RF-SHOP-1</td><td>Repair Facility</td><td>CERRITOS, California 90703</td></tr> <tr><td><input type="checkbox"/> HEIDI BROWN COLLISION CENTER</td><td>Repair Facility</td><td>BELVIDERE, Illinois 61008</td></tr> <tr><td><input type="checkbox"/> JM AUTOBODY (QA MSO 2)</td><td>Repair Facility</td><td>LAWNDALE, California 90260</td></tr> <tr><td><input type="checkbox"/> QA CERRITOS 01</td><td>Repair Facility</td><td>MIAMI, Florida 33145</td></tr> <tr><td><input type="checkbox"/> QA CERRITOS MSO LOC 2</td><td>Repair Facility</td><td>GLENDALE, California 91206</td></tr> <tr><td><input type="checkbox"/> QA CERRITOS MSO LOC 3</td><td>Repair Facility</td><td>ARTESIA, California 90701</td></tr> <tr><td><input type="checkbox"/> QA CERRITOS MSO LOC 4</td><td>Repair Facility</td><td>ORANGE, California 92856</td></tr> <tr><td><input type="checkbox"/> QA CERRITOS MSO LOC 5</td><td>Repair Facility</td><td>WEST COVINA, California 91791</td></tr> </tbody> </table>	Appraiser	Appraiser Type	Location	<input type="checkbox"/> ABC BODY SHOP	Repair Facility	COTTONWOOD, Arizona 863263458	<input type="checkbox"/> ABC COLLISION CENTER	Repair Facility	ROCKFORD, Illinois 611074874	<input type="checkbox"/> BASIC AUTO REPAIR (QA)	Repair Facility	CERRITOS, California 90703	<input type="checkbox"/> BSA CRS - EL SEGUNDO	Repair Facility	EL SEGUNDO, California 90245	<input type="checkbox"/> CA COD TEST REPAIR FACILITY 1	Repair Facility	SAN DIEGO, California 92110	<input type="checkbox"/> CCC1-MSO1-SHOP1	Repair Facility	CHICAGO, Illinois 60654	<input type="checkbox"/> CCC1-RF-SHOP-1	Repair Facility	CERRITOS, California 90703	<input type="checkbox"/> HEIDI BROWN COLLISION CENTER	Repair Facility	BELVIDERE, Illinois 61008	<input type="checkbox"/> JM AUTOBODY (QA MSO 2)	Repair Facility	LAWNDALE, California 90260	<input type="checkbox"/> QA CERRITOS 01	Repair Facility	MIAMI, Florida 33145	<input type="checkbox"/> QA CERRITOS MSO LOC 2	Repair Facility	GLENDALE, California 91206	<input type="checkbox"/> QA CERRITOS MSO LOC 3	Repair Facility	ARTESIA, California 90701	<input type="checkbox"/> QA CERRITOS MSO LOC 4	Repair Facility	ORANGE, California 92856	<input type="checkbox"/> QA CERRITOS MSO LOC 5	Repair Facility	WEST COVINA, California 91791
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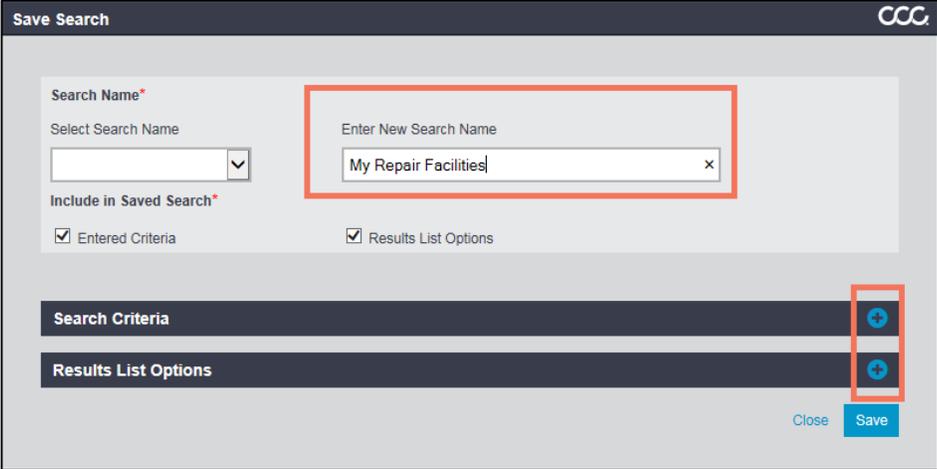
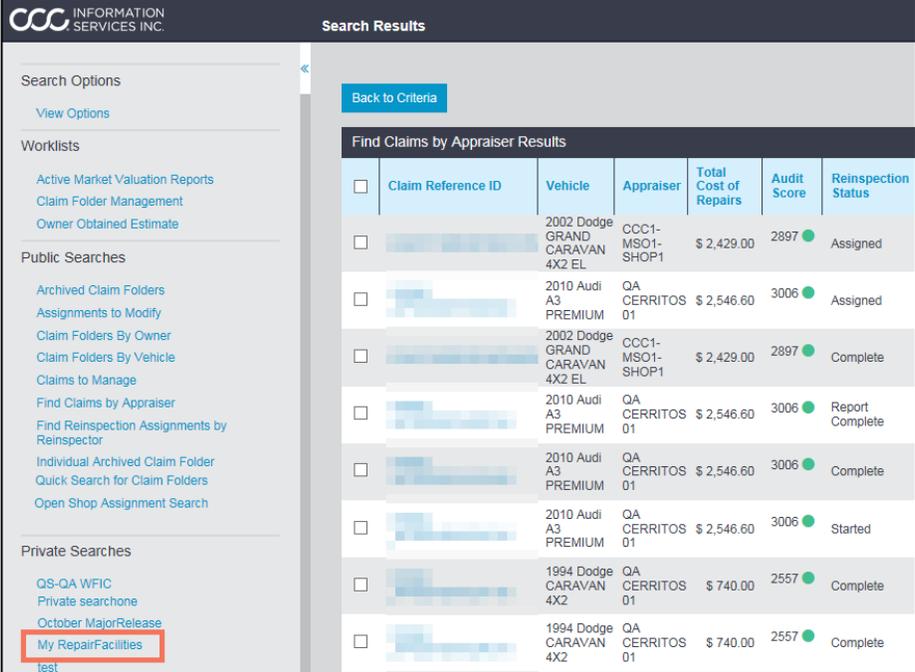
Creating a Private Search, continued

Step	Action
9	<p>Once the search parameters are set, click the Search button.</p> 
10	<p>The search results display. To save the search as a Private Search, click the Save Search link at the bottom of the page.</p> 

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How to Create a Private Search, Continued

Creating a Private Search,
continued

Step	Action																																																						
11	<p>Enter a Name for the Private Search into the text box. Click the Save button to save your search.</p>  <p>Note: The  can be used to expand the Search Criteria or Results List Options to review.</p>																																																						
12	<p>The search is listed under the Private Searches.</p>  <table border="1"> <thead> <tr> <th>Claim Reference ID</th> <th>Vehicle</th> <th>Appraiser</th> <th>Total Cost of Repairs</th> <th>Audit Score</th> <th>Reinspection Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2002 Dodge GRAND CARAVAN 4X2 EL</td> <td>CCC1-MSO1-SHOP1</td> <td>\$ 2,429.00</td> <td>2897</td> <td>Assigned</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2010 Audi A3 PREMIUM</td> <td>QA CERRITOS 01</td> <td>\$ 2,546.60</td> <td>3006</td> <td>Assigned</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2002 Dodge GRAND CARAVAN 4X2 EL</td> <td>CCC1-MSO1-SHOP1</td> <td>\$ 2,429.00</td> <td>2897</td> <td>Complete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2010 Audi A3 PREMIUM</td> <td>QA CERRITOS 01</td> <td>\$ 2,546.60</td> <td>3006</td> <td>Report Complete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2010 Audi A3 PREMIUM</td> <td>QA CERRITOS 01</td> <td>\$ 2,546.60</td> <td>3006</td> <td>Complete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2010 Audi A3 PREMIUM</td> <td>QA CERRITOS 01</td> <td>\$ 2,546.60</td> <td>3006</td> <td>Started</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1994 Dodge CARAVAN 4X2</td> <td>QA CERRITOS 01</td> <td>\$ 740.00</td> <td>2557</td> <td>Complete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1994 Dodge CARAVAN 4X2</td> <td>QA CERRITOS 01</td> <td>\$ 740.00</td> <td>2557</td> <td>Complete</td> </tr> </tbody> </table>	Claim Reference ID	Vehicle	Appraiser	Total Cost of Repairs	Audit Score	Reinspection Status	<input type="checkbox"/>	2002 Dodge GRAND CARAVAN 4X2 EL	CCC1-MSO1-SHOP1	\$ 2,429.00	2897	Assigned	<input type="checkbox"/>	2010 Audi A3 PREMIUM	QA CERRITOS 01	\$ 2,546.60	3006	Assigned	<input type="checkbox"/>	2002 Dodge GRAND CARAVAN 4X2 EL	CCC1-MSO1-SHOP1	\$ 2,429.00	2897	Complete	<input type="checkbox"/>	2010 Audi A3 PREMIUM	QA CERRITOS 01	\$ 2,546.60	3006	Report Complete	<input type="checkbox"/>	2010 Audi A3 PREMIUM	QA CERRITOS 01	\$ 2,546.60	3006	Complete	<input type="checkbox"/>	2010 Audi A3 PREMIUM	QA CERRITOS 01	\$ 2,546.60	3006	Started	<input type="checkbox"/>	1994 Dodge CARAVAN 4X2	QA CERRITOS 01	\$ 740.00	2557	Complete	<input type="checkbox"/>	1994 Dodge CARAVAN 4X2	QA CERRITOS 01	\$ 740.00	2557	Complete
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How to Create a Private Search, Continued

Creating a Private Search, continued

Step	Action
13	<p>To run a private search, click the link for the search you wish to run. The search parameters display as they were set when the search was saved.</p>  <p>To change the search parameters, adjust the File Type, Date Range, Files Received (if that is the file type selected) and Appraisers as needed.</p> <p>Click the Search button to run the search.</p> <p>Note: To save your changes to your private search, you will need to click the Save Search link on the Results Options page. You can save the changes as a new private search or update an existing private search.</p>