## How to Invalidate an Estimate

Overview	Designated users can invalidate certain estimates in the CCC Portal. Thi job aid reviews the steps required to invalidate an estimate within the Portal when the feature is available. Then, how to create a new assignment for that same claim and send it out.							
Invalidate	Use the steps shown below to invalidate an estimate.							
Estimate	Step Action							
Data	1	On the CCC Portal Home page, locate Quick Search for Claim Folders and enter the Claim Number. Quick Search for Claim Folder Claim Reference ID: starts with 12345 Search for older claim Clear						
	2	Select the claim fi its <b>Claim Referen</b>	rom the <b>Sear</b> ce ID link.	ch Result	<b>s List</b> by clicking on			
Back to Criteria         Quick Search for Claim         Claim Reference         testclaim0515201         testclaim0515201	im Folders Results ID Assi 18-1 18- 05/15 3	s gnment Sent ▼ Owner 5/2018 Once the Claim Fo click the <b>Invalidat</b>	nent Sent ▼     Owner     Vehicle     Total Cost of Repairs       2005 Ford Focus S ZX4     \$ 618.53       2013 Toyota Camry L Automatic     \$ 784.28       Once the Claim Folder displays, go to the Actions Pane       click the Invalidate Fotimete Date link					
	Actions	Data Contacts	s	ummary	Documents (3) Ir			
	Claim Ma Create (	nagement Check Request	201	2013 Toyota Camry L Automatic				
	Change Create/I Manage	Claim Folder Status to C Modify Appraisal Assignn	hent Da	ocuments ate	for Review Document			
	Update	Repair Details te Estimate Data	05	5/15/2018	Estimate 01			

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## How to Invalidate an Estimate, Continued

Invalidate Estimate Data, continued

Step		Action						
4	Review the information regarding invalidating an estimate. When ready, click the <b>Invalidate Estimate button</b> to confirm this action.							
$\sim$	INTELLIGENT SOLUTIONS	Claim Folder:	testclaim05152018-					
Invalid	ate Estimate Data							
By choosing to invalidate this estimate, and related supplements, if any (the "Estimate"), I understand and agree that the data contained in the Estimate will be unavailable for use and cannot be restored. I further understand and agree that (a) the Estimate print image(s) and related photo(s) will not be removed from the claim folder and (b) the data contained in the Estimate print image(s) and related photo(s) may be out of sync with the estimate data displayed in the claim folder until a new estimate is created.								
	Back to Claim Folder Invalidate Estimate Data							
<b>Note:</b> You will receive a confirmation at the top of the page that says that the estimate has been successfully invalidated.								
5	Use a global link to na use the <b>Back to Clain</b> folder.	avigate elsewhe <b>n Folder</b> link to r	re in the CCC Portal or return to the claim					

Once invalidated, a business event is created which can be viewed in the History tab. Now another E01 can be uploaded if needed.

Summary	Docume	ents (3)	Images	(0) Note	s Ren	ninders	History		
History Item	s								
Date/Time 🔻	T	From	T	Category	T	Event / N	lote	$\mathbf{\nabla}$	
06/01/2018 9:4	19 AM CST			Estimate/Su	upplement	Estimate/ Created I	/supplement ( By :	data has be	en marked as invalid

For your reference, the text of the disclaimer: Disclaimer

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## How to Invalidate an Estimate, Continued

	Step	Step Action				
	1	Open a claim that has been invalidated.				
	2	Select Create/Modify Appraisal Assignment from the Actions tab of Claims Management section. The Assignment Entry section opens.	Claim Management Create Check Request Change Claim Folder Status to Closed Create/Modify Appraisal Assignment Update Repair Details Virtual Inspection			
	3	Select Search For Appraiser. Assign dialog box opens.	The Search for Appraiser to			
	4	Enter Location and Radius information.				
	5	Click Find Appraiser.				

SOLUTIONS	Search for Appraiser to Ass	ign		
▼ Find Appraiser Select Appraiser				
Assignment Summary [show full]				
c	laim Reference ID Test			
Find Appraiser				
Search by	Search by Location			
Location     Appraiser Name	Appraiser Type 🕑 Staff 🖸 Claim Type Vehicle	🕈 Repair Facility 🗹 Independent	Appraiser 4	
	Location	Address		
			1 Elm IL 60654	
	0	Other		
	Radius 50	▼ Mil	es	5
			cancel	Find Appraiser

**Note:** Expand search parameters if no/inappropriate results display.

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## How to Invalidate an Estimate, Continued



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