

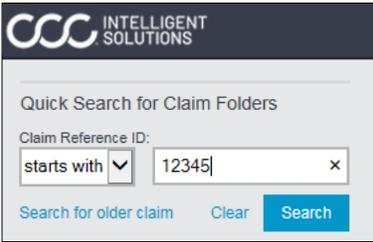
How to Invalidate an Estimate

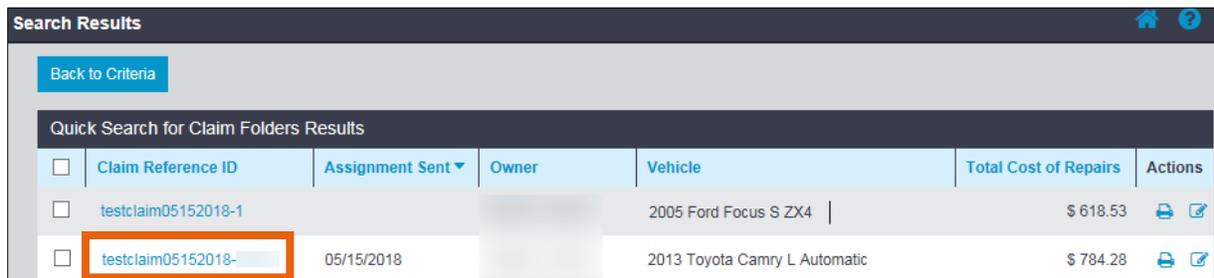
Overview

Designated users can invalidate certain estimates in the CCC Portal. This 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.

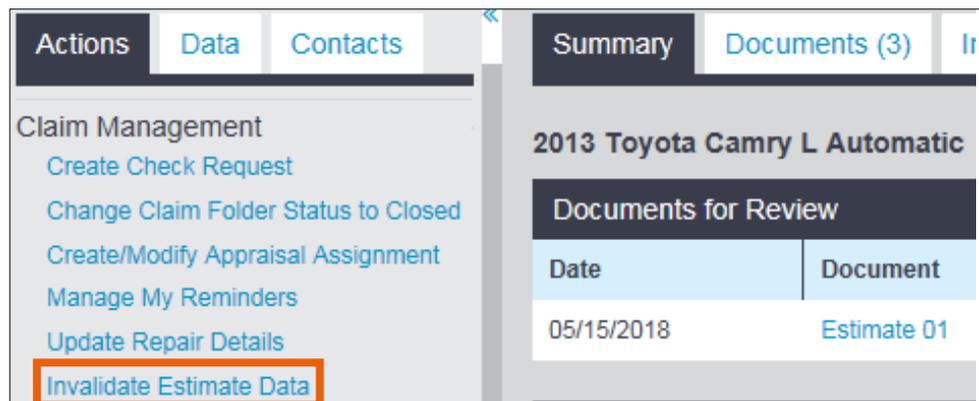
Invalidate Estimate Data

Use the steps shown below to invalidate an estimate.

Step	Action
1	On the CCC Portal Home page, locate Quick Search for Claim Folders and enter the Claim Number . 
2	Select the claim from the Search Results List by clicking on its Claim Reference ID link.



3	Once the Claim Folder displays, go to the Actions Pane and click the Invalidate Estimate Data link.
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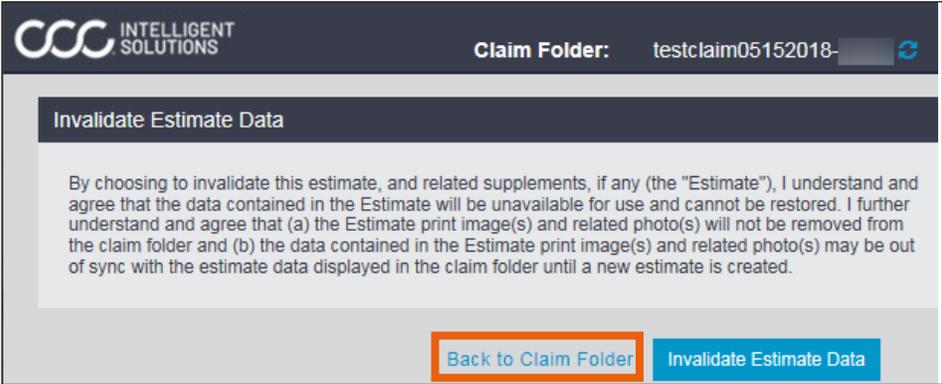


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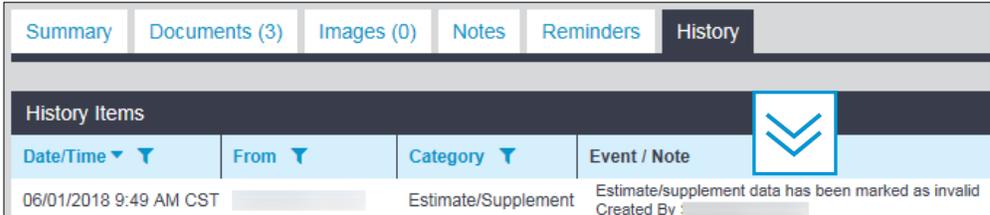


How to Invalidate an Estimate, Continued

Invalidate Estimate Data, continued

Step	Action
4	Review the information regarding invalidating an estimate. When ready, click the Invalidate Estimate button to confirm this action.
	
<p>Note: You will receive a confirmation at the top of the page that says that the estimate has been successfully invalidated.</p>	
5	Use a global link to navigate elsewhere in the CCC Portal or use the Back to Claim Folder link to return to the claim folder.

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



Summary	Documents (3)	Images (0)	Notes	Reminders	History
History Items					
Date/Time ▼	From ▼	Category ▼	Event / Note		
06/01/2018 9:49 AM CST		Estimate/Supplement	Estimate/supplement data has been marked as invalid Created By :		

Disclaimer

For your reference, the text of the disclaimer:

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.

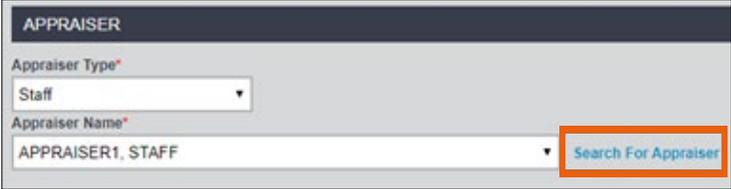
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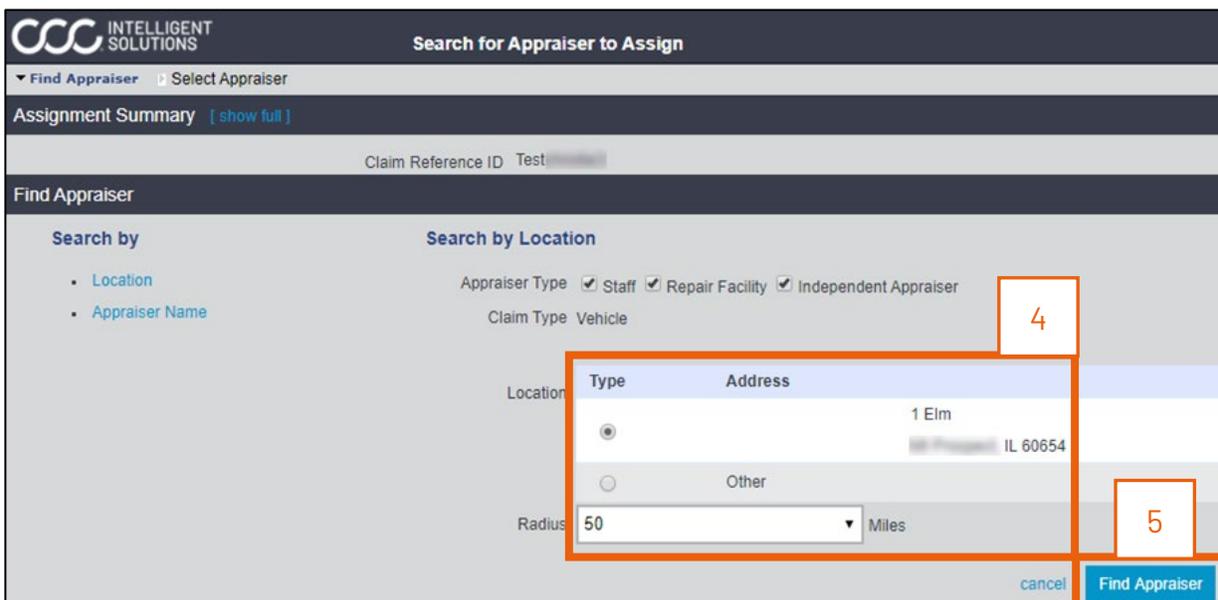


How to Invalidate an Estimate, Continued

Create New Assignment

Use the steps shown below to create a new assignment for a claim that has been invalidated and send it out.

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. 
3	Select Search For Appraiser . The Search for Appraiser to Assign dialog box opens. 
4	Enter Location and Radius information .
5	Click Find Appraiser .



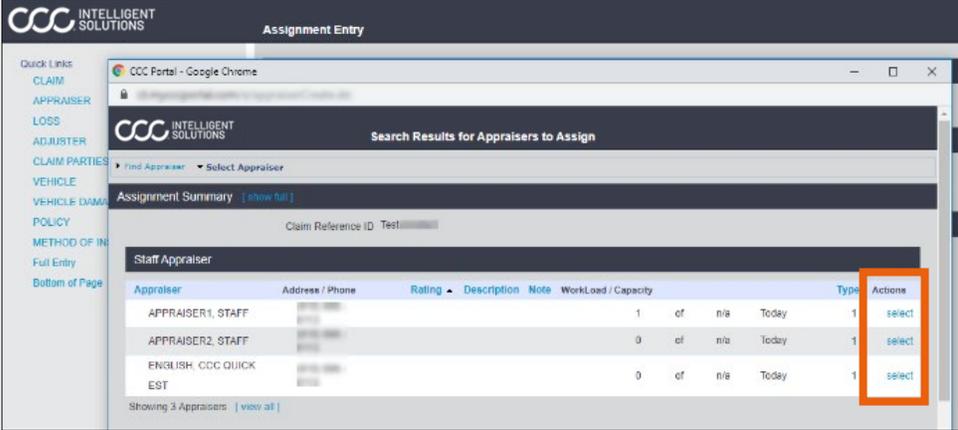
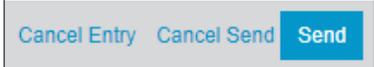
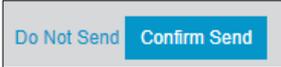
The screenshot shows the 'Search for Appraiser to Assign' dialog box. The 'Search by Location' section is active, showing a search for '1 Elm' with a radius of 50 miles. The 'Find Appraiser' button is highlighted.

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

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How to Invalidate an Estimate, Continued

Create New Assignment, continued

Step	Action
6	Click select from the Actions column to select an Appraiser from the search results list. You are returned to the Assignment Entry screen.
	
7	Enter or Update a description in the Instructions to Estimator field. 
8	Complete the Assignment Entry fields as needed.
9	<div style="display: flex; justify-content: space-between;"> <div data-bbox="586 1163 987 1335"> <p>Click Send</p>  </div> <div data-bbox="992 1163 1403 1335"> <p>Then Confirm Send to send the assignment.</p>  </div> </div> <p>The Assignment has been successfully sent.</p> 