

How to Search for Assignments to Modify

Introduction

Assignments are created using the Search for Appraiser link or the Create/Modify link. There are three ways in which you can modify an assignment:

- Create/modify assignment link
- From within a claim folder
- Assignments to Modify search

The **Assignments to Modify** search is a public search designed to provide you with an easy way to access claims that have assignments that need additional information added to them before they are dispatched.

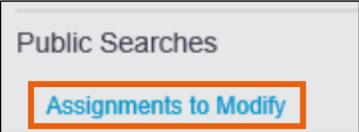
Terminology

The table below contains terms associated with Searches on the CCC Portal.

Terminology	Definition
Public Search	Any search that is defined by CCC.
Private Search	Any search that is defined or customized and saved by you. The ability to save and run Private Searches is based on your system access. When using the search screen, you will only see private searches if you have created and saved them.
View Options	A page in which you can set Criteria Defaults or Delete Private Searches. When on this page, click View Searches to return to the Search Page.
Worklist	A set of search results. For example, an adjuster may use the Claims Folder Management Worklist.

Navigate to Assignments to Modify

Follow these steps to access the Assignments to Modify page:

Step	Action
1	Click the Search icon from the CCC portal homepage. 
2	The Search Criteria page opens.
3	Click the Assignments to Modify link under Public Searches. 

How to Search for Assignments to Modify, Continued

Search for Assignments to Modify

From the Search page, click the Assignments to Modify link.

The screenshot shows the 'Assignments to Modify' search interface. It includes a header with the title and a '*Required Field' indicator. Below the header, there are several sections:

- Claim Folder Status:** Two radio buttons for 'Open' (checked) and 'Closed' (checked). A callout '1' points to the 'Open' button.
- Insurance Company:** A dropdown menu showing 'WORKFLOW INSURANCE COMPANY'. A callout '2' points to the dropdown arrow.
- Claim Office(s):** A table with columns for 'Claim Office(s)' and 'Action'. The table lists 'AFT - TEST LOCATION', 'FLORIDA CLAIM OFFICE', 'LAS VEGAS CLAIM OFFICE', and 'TULSA WFIC CLAIM OFFICE'. A callout '3' points to the table header.
- Date Type:** A dropdown menu showing 'Assignment Created Date'. A callout '4' points to the dropdown arrow.
- Date Range:** Two radio buttons for 'Specific Dates' and 'Number of Days' (selected). A callout '5' points to the 'Number of Days' radio button. Below it, a text input field contains '60' and is followed by 'Days*'. A callout '6' points to the 'Specific Dates' radio button.
- Claim Type:** A grid of checkboxes for various claim types: Bus, Casualty, Emergency, Heavy Equipment, Heavy Truck, Motorcycle, Other, Recreational Vehicles & Campers, Sport/Off Road, Structural, Trailer, and Vehicle (checked). A callout '6' points to the 'Bus' checkbox.

Criteria	Description
1	The Claim Folder Status defaults to Open.
2	The Insurance Company field automatically fills in with your company name.
3	Claim Office is a required field, identifies the claim office or offices that you want to search by. The default is to your claim office, but it also has a link to add or remove offices from the search criteria.
4	Date Type is a required field and identifies the kind of dates you want to search by. The types include Assignment Created Date, Assignment Sent Date, Appointment Date, Date Reported, Date of Loss, and Files Received.
5	Date Range is a required field that tells the application how far back it should look for the data. If you select Specific Dates, a calendar helper displays and you can select those dates. If you choose Number of Days, you can enter the number of days back that you want to search. The default is 14 days while the maximum is 60 days.
6	Claim Type allows you to specific the type of property involve in the claim. The default is Vehicle.

Continued on next page

How to Search for Assignments to Modify, Continued

Navigate to Assignments to Modify, continued

Criteria	Description
7	Use the Add Appraiser link to add Appraisers to the search criteria.
8	To indicate that you are searching for assignments in which an appraiser needs to be assigned, use the check box for No Appraiser .
9	To indicate that you are searching for assignments that do not have an appointment, use the check box for No Appointment .
10	Assignment Status is a required field. It identifies the current status of the assignment for which you are searching. The Status types are Sent, Saved, Cancelled and Archived.
11	If you are an adjuster, your name is automatically added to the Adjuster field. If you want to add other adjusters, use the <i>add adjuster</i> link to access a dialog box to add them to the search criteria.
12	To include the Vehicle Location State in your search criteria, use the <i>add state</i> link. Add and remove states from the available list as needed.

Once you have completed your search criteria, click the **Search** button to run the search.

Continued on next page

How to Search for Assignments to Modify, Continued

Search Results: Assignments to Modify Search

This is an example of the Assignments to Modify Search Results.

Assignments to Modify Results										
<input type="checkbox"/>	Claim Reference ID	Assignment Created	Owner	Vehicle	Asg	Appraiser	Claim Folder Status	Loss Date	Date Reported	Actions
<input type="checkbox"/>	eqatest05032016225416331	05/04/2016	PartyLastName, Drive-In		✓	Appraiser, Dummy	OPEN			
<input type="checkbox"/>	eqatest05032016225003636	05/04/2016	PartyLastName, Drive-In		✓	Appraiser, Dummy	OPEN			
<input type="checkbox"/>	eqatest05032016222815444	05/04/2016	PartyLastName, Drive-In		✓	Appraiser, Dummy	OPEN			
<input type="checkbox"/>	eqatest05032016221900629	05/04/2016	PartyLastName, Drive-In		✓	Appraiser, Dummy	OPEN			
<input type="checkbox"/>	eqatest05032016221546789	05/04/2016	PartyLastName, Drive-In		✓	Appraiser, Dummy	OPEN			

Showing 5 of 5 Results
[Results List Options](#) | [Filter Options](#) | [Save Search](#)

Actions:

Note: The results are sorted by Assignment Created. To sort these results, you can click any of the column label links.

Note: To add additional columns to the Results List, click the Results List Options link. From the Results List Options dialogue box, use the directional arrows to select columns. Click the Apply & Save button to save the changes.