Using Configurable Worklists in the CCC[®] Portal

Introduction	Configura workflow. Workview assign an	ble Worklists are This job aid des screen and prov appraiser and te	e customized worklists that scribes the four panels on C vides an overview of worklis o send, reassign, and cance	t help facilitate your CC Portal's My sts, which are used to el an assignment.			
Using the Worklist	Follow the	e steps below to	use your Configurable Wor	klist.			
	Sten		Action				
	1	Your worklists are displayed in the My Work section on the CCC Portal home page.					
		CCC INFORMATION SERVICES INC.	CCC Portal Welcome, JANE DOE	# Q 0 🔉 🖝			
		Quick Search for Valuation Requests					
		Claim Reference ID: starts with	My Work My Work				
		Clear Search Valuation Request Number:	Ready to Send	0 0			
		starts with	Waiting for Estimate Ready to Review	2 2			
		Clear Search	Supplement Requested	0 0			
	2	To view an assignment in one of your worklists, click the number in the Total column. (You can view Overdue items					
		column.)	the number in that	2			
				0			
				0			
	3	The My Workview page opens.	My Worker My Work Reads to Sent Stategy to Extense Ready In Reads Degramment Regulated	C C C			
			Cam Folder Assignment Entry				
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Using Configurable Worklists in the CCC[®] Portal, Continued

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How to Use My Workview displays work in four distinct panels: My Workview

Panel	Description					
1	This panel contains your worklists.					
2	This panel shows the results from the selected worklist. Sliding the scroll bar will reveal additional columns and options.					
	Note: Checking the Overdue box will filter the results so you only see overdue items.					
3	This panel contains the available Actions , Data , and Contacts for the selected claim folder.					
4	This panel shows the selected claim folder and contains Summary, Documents, Images, Notes , and History tabs.					