

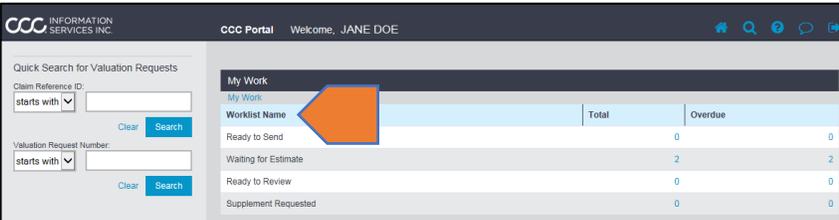
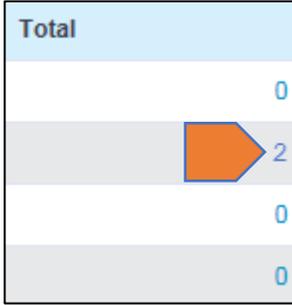
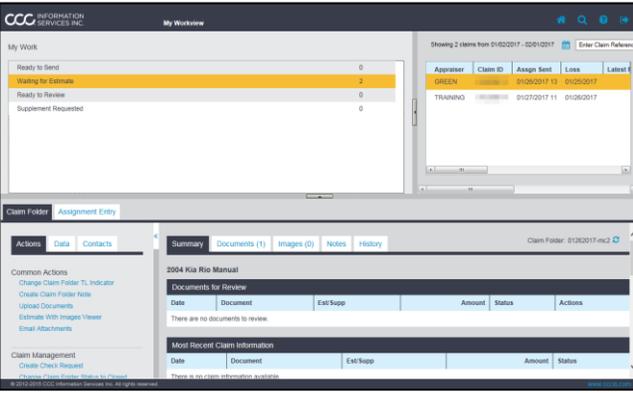
# Using Configurable Worklists in the CCC® Portal

## Introduction

Configurable Worklists are customized worklists that help facilitate your workflow. This job aid describes the four panels on CCC Portal's My Workview screen and provides an overview of worklists, which are used to assign an appraiser and to send, reassign, and cancel an assignment.

## Using the Worklist

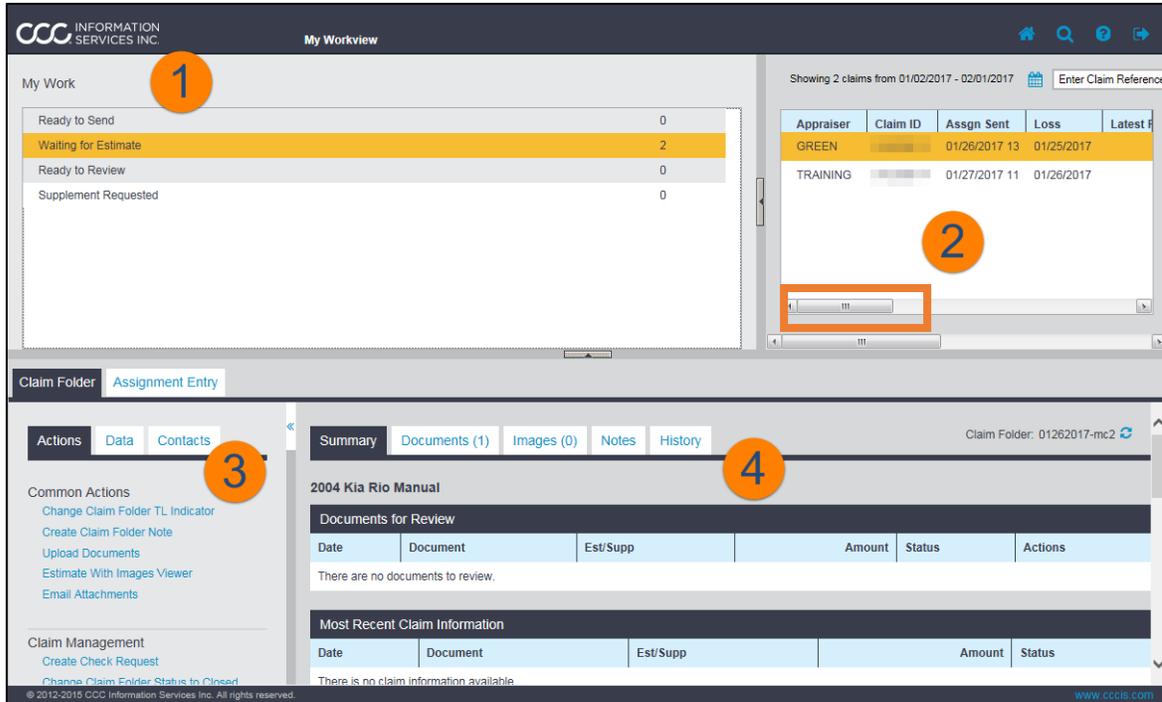
Follow the steps below to use your Configurable Worklist.

Step	Action
1	<p>Your worklists are displayed in the <b>My Work</b> section on the CCC Portal home page.</p> 
2	<p>To view an assignment in one of your worklists, click the number in the <b>Total</b> column. (You can view <b>Overdue</b> items by clicking on the number in that column.)</p> 
3	<p>The <b>My Workview</b> page opens.</p> 

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# Using Configurable Worklists in the CCC® Portal, Continued

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



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.  <b>Note:</b> Checking the <b>Overdue</b> box will filter the results so you only see overdue items. <div data-bbox="1019 1297 1409 1472" data-label="Image"> </div>
3	This panel contains the available <b>Actions, Data, and Contacts</b> for the selected claim folder.
4	This panel shows the selected claim folder and contains <b>Summary, Documents, Images, Notes, and History</b> tabs.