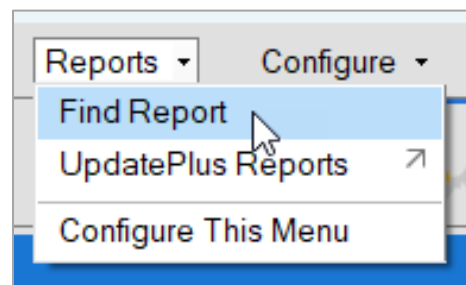# CCC® Estimating – Insurance Review Report

Introduction This Job Aid discusses the Insurance Review Report in CCC® Estimating. This report allows you to identify which workfiles include an insurance change request within the specified **Date Range**, additionally you can filter by **Estimators**, **Insurance Companies**, and **Vehicle Make**.

Access Report The Insurance Review Report is accessible in **CCC® Estimating (Desktop)** and **cccone.com**, follow the steps below to access the report from your desired platform.
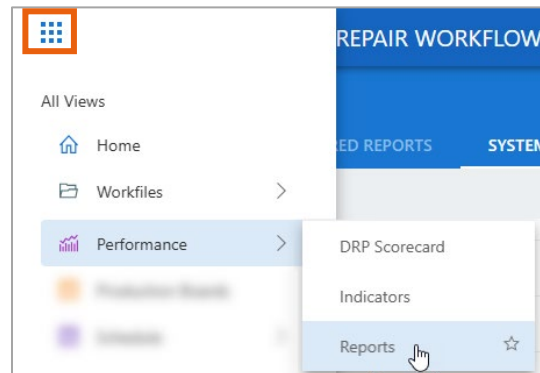
CCC® Estimating (*Desktop*)
From the Workfile view select **Reports**, then **Find Report**.

cccone.com
Select the **menu** icon, **Performance**, then **Reports**.

CCC® Estimating – Insurance Review Report, Continued

Insurance Review Report

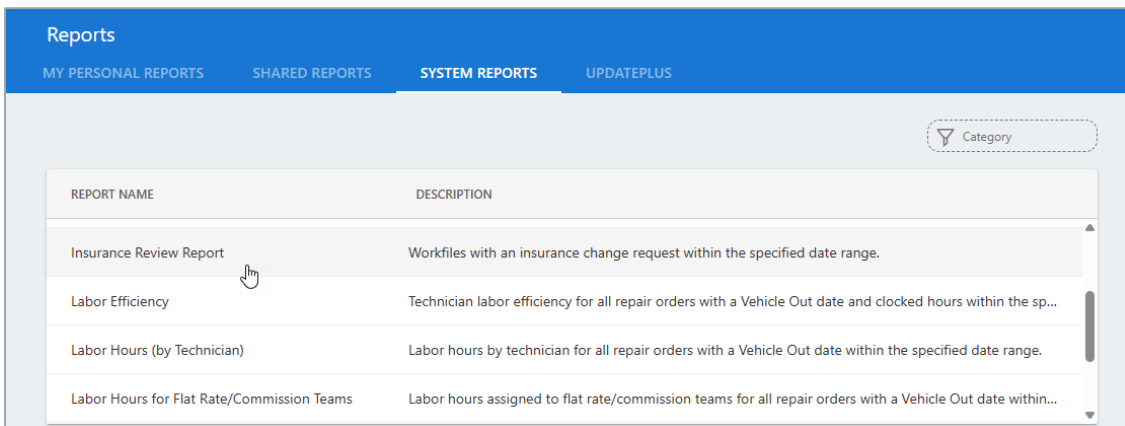Follow the steps below to open the **Insurance Review Report** in **CCC® Estimating (Desktop)** or **cccone.com.**

CCC® Estimating *(Desktop)*
Locate the **Insurance Review Report** under **System Reports** section.

cccone.com
Select the **System Reports** tab, then select **Insurance Review Report.**

CCC® Estimating – Insurance Review Report, Continued

Insurance Review Report, Continued

Filler the Insurance Review Report using the following filters:

Part	Description
1	Select a **Date Range** option such as Yesterday, Last Month, etc. from the drop-down or enter a custom date range.
2	From the **Estimator** drop-down, select one, unknown or all estimators at your repair facility.
3	From the **Insurance Company** drop-down, select one, unknown or all companies view in the report, then select to Include or Exclude secondary companies.
4	From the **Vehicle Make** drop-down, select one, unknown or all vehicle repaired at your repair facility.

Part	Description
A	View the **time** the Report was ran.
B	Select to open the report **filters**.
C	Select to export the report as a **PDF**. The file will be available in your downloads folder.
D	Select to export the report as an **Excel**. The file will be available in your downloads folder.
E	Select to choose the **columns** that appear in the report using the checkboxes to **Show/Hide** the columns. Use the search field in the Column Chooser to easily find columns to Show/Hide.
F	Use the **Search** field to find items in the in the report results.
G	Select the menu icon in the bottom left to access additional options such as **Save** to save a person report, **Share** to with people with appropriate permission, or **About** to view additional details about the report.