

CCC ONE® Estimating – Grow My Network

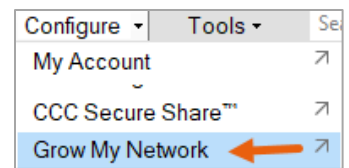
Overview

This job aid describes how to add information about your shop. The information you enter here is made available to customers, insurance companies, and other interested parties.

This gives you the opportunity to highlight key aspects about your shop and its capabilities.

Access Your Network Profile

To get started, log into CCC ONE® Estimating, then click on **Configure > Grow My Network**. The Network Profile screen opens.

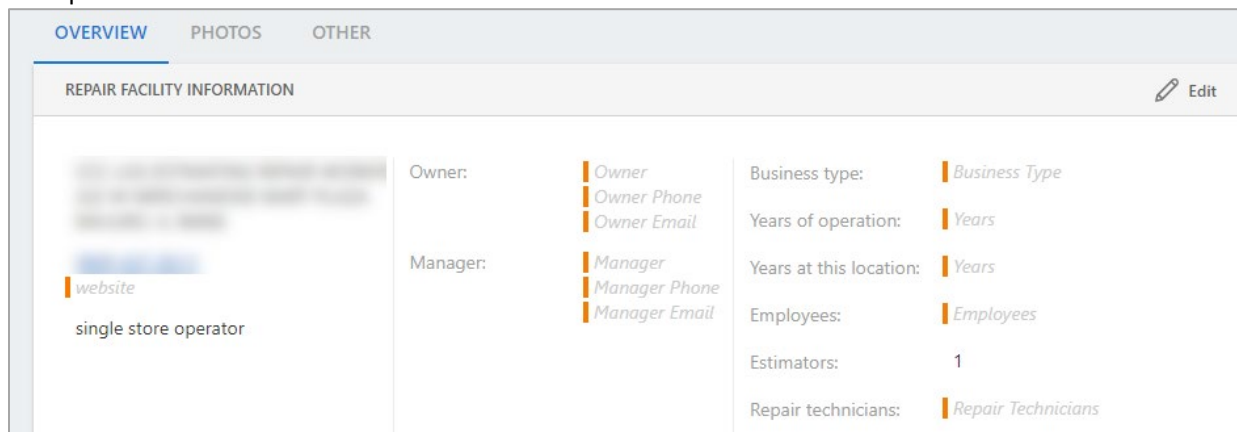


Overview Tab

The **Overview** tab allows you to enter details about your shop profile:

- Repair Facility Information
- Description of your shop
- Certifications
- Services
- Verified Capabilities
- Customer Service
- Equipment

Repair Facility Information – Click **Edit** to update the information, then click **Save** to complete.

A screenshot of the 'REPAIR FACILITY INFORMATION' form in the 'OVERVIEW' tab. The form is divided into three columns. The left column contains a blurred area and a 'website' field with the value 'single store operator'. The middle column has 'Owner:' and 'Manager:' labels, each followed by three input fields for 'Owner Phone', 'Owner Email', and 'Manager Email'. The right column has 'Business type:', 'Years of operation:', 'Years at this location:', 'Employees:', 'Estimators:', and 'Repair technicians:' labels, each followed by an input field. The 'Estimators' field contains the value '1'. An 'Edit' button with a pencil icon is in the top right corner.

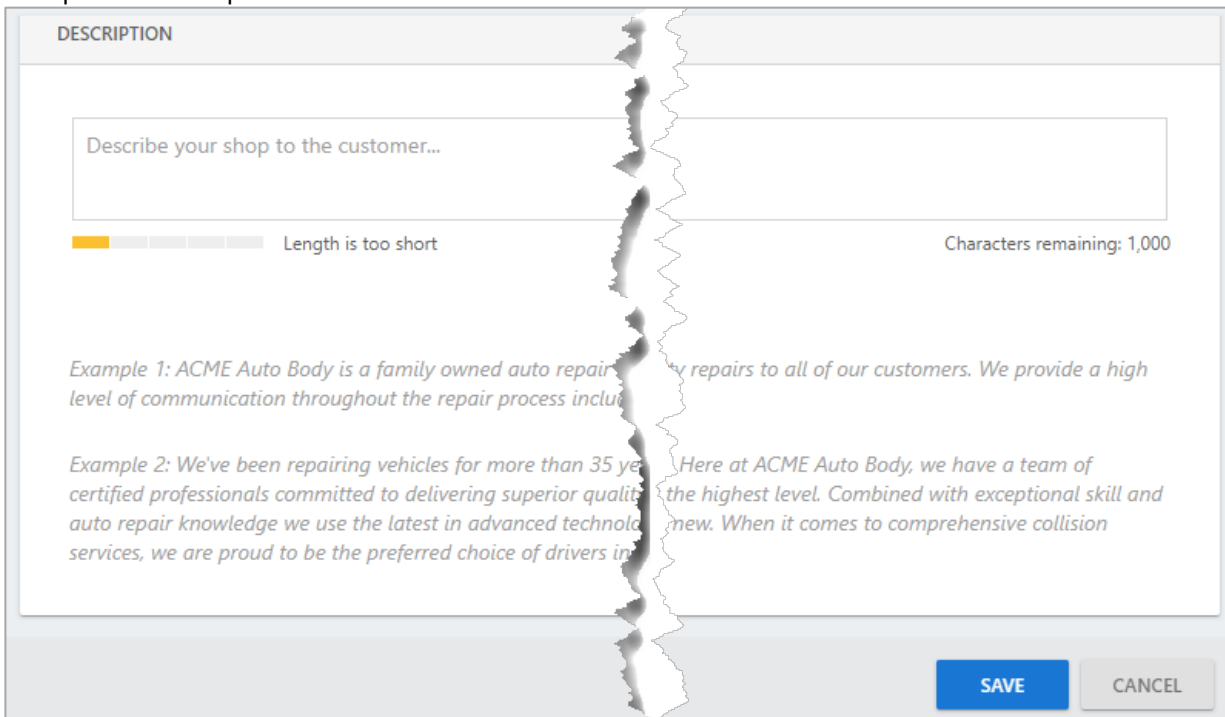
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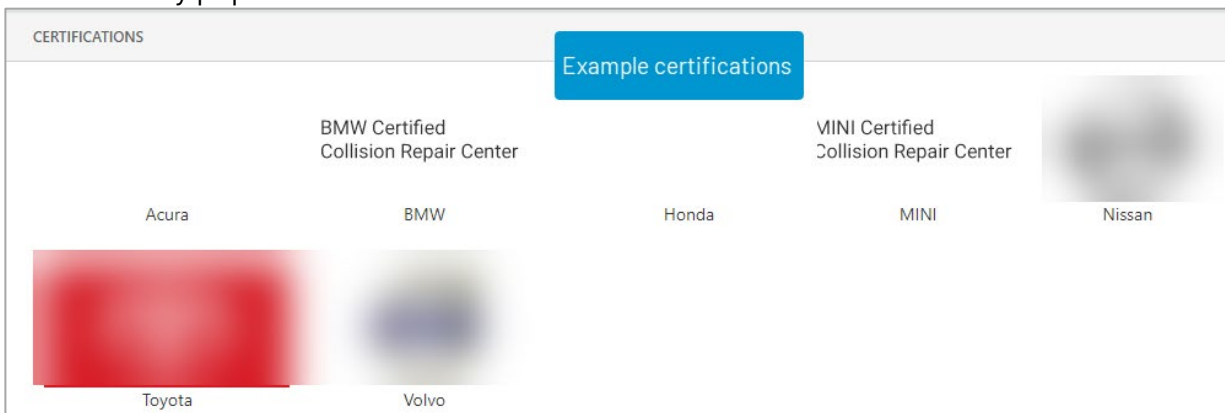
Overview Tab, continued

Description – Describe your shop to the customer. Click **Edit** to update, then **Save** to complete. Examples are shown in the screen.



The screenshot shows a software interface for entering a shop description. At the top, the word "DESCRIPTION" is displayed in a grey header. Below it is a large text input field with the placeholder text "Describe your shop to the customer...". Underneath the input field is a progress indicator consisting of a yellow bar followed by four grey bars, with the text "Length is too short" to its right. On the far right of the input area, it says "Characters remaining: 1,000". Below the input field, there are two example descriptions in italics. The first example reads: "Example 1: ACME Auto Body is a family owned auto repair shop that provides repairs to all of our customers. We provide a high level of communication throughout the repair process including..." The second example reads: "Example 2: We've been repairing vehicles for more than 35 years. Here at ACME Auto Body, we have a team of certified professionals committed to delivering superior quality work at the highest level. Combined with exceptional skill and auto repair knowledge we use the latest in advanced technology to keep your car running like new. When it comes to comprehensive collision services, we are proud to be the preferred choice of drivers in..." At the bottom right of the interface, there are two buttons: a blue "SAVE" button and a grey "CANCEL" button.

Certifications – This section details the types of certifications your shop has received from OE manufacturers and technical institutions for specialized repair. This section is automatically populated and is not editable.



The screenshot shows the "CERTIFICATIONS" section of the software interface. At the top, the word "CERTIFICATIONS" is displayed in a grey header. Below it is a blue button labeled "Example certifications". Underneath the button, there are two certification logos. The first is for "BMW Certified Collision Repair Center" and the second is for "MINI Certified Collision Repair Center". Below these logos, there are five manufacturer names: Acura, BMW, Honda, MINI, and Nissan. At the bottom, there are two more manufacturer names: Toyota and Volvo. The logos and names are arranged in a grid-like fashion.

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CCC ONE® Estimating – Grow My Network, Continued

Overview

Tab,

continued

Services – Select each type of service offered from the list provided. Click **Edit** to update, then **Save** to complete.

SERVICES

What services do you offer?


Detailing	Free estimates	Full service mechanical	Glass replacement
Insurance assistance	Lifetime warranty	Motorcycle repair	Paintless Dent Repair
Towing			

Verified Capabilities – This information is automatically populated from your CCC license profile. This information is not editable.

VERIFIED CAPABILITIES

GENERAL	QUALITY	CONSUMER	NETWORK
<ul style="list-style-type: none">• CCC ONE Estimating• CCC ONE Repair Workflow	<ul style="list-style-type: none">• CCC Accumark Advisor• Chief® Frame Dimensions	<ul style="list-style-type: none">• CCC ONE UpdatePlus Status• CCC ONE UpdatePlus CSI	<ul style="list-style-type: none">• CCC ONE Open Shop• CCC ONE Indicators• CCC ONE Scorecard

Customer Service – This section allows you to specify the **Hours of Operation**, **Languages** spoken, and **Payment Types** accepted. Click **Edit** to update, then **Save** to complete.

CUSTOMER SERVICE  Edit

HOURS	LANGUAGES	PAYMENT TYPES
Mon - Sun 9:00 AM - 5:00 PM	<ul style="list-style-type: none">• English	<ul style="list-style-type: none">• Cash

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CCC ONE® Estimating – Grow My Network, Continued

Overview Tab, continued

Equipment – Select the equipment listed in this section and add equipment photos. Click **Edit** to update from the list, then **Save** to complete.

EQUIPMENT ✎ Edit

• 1 x Aluminum clean room • 1 x Frame/pulling machine • 1 x MIG Welder • 1 x Paint mixer: Akzo Nobel

• 1 x Resistance spot welder • 1 x Wheel alignment system

6 photos missing

Photos Tab

The Photos tab provides the ability to upload images for the following:


- Logo and Street View
- Facility
- Lobby
- Production Area
- Storage Area
- Equipment

Logo & Street View – For **Add Logo** and **Add Street View**, click on the button and navigate to the folder where those photos are located.

LOGO & STREET VIEW

No logo
(Ideal size 600 x 300)

ADD LOGO



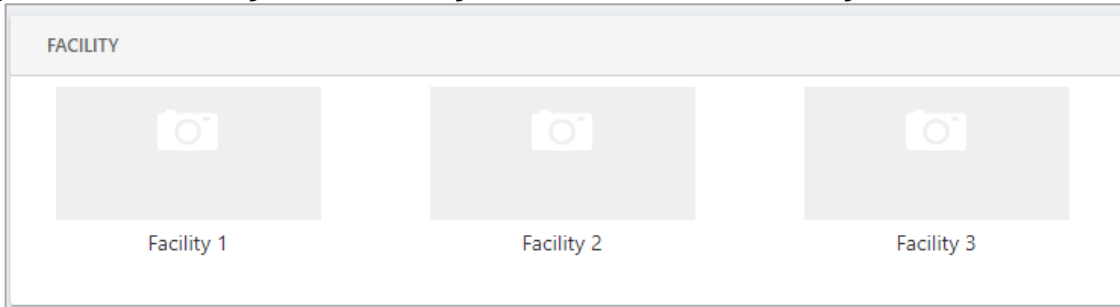
ADD STREET VIEW

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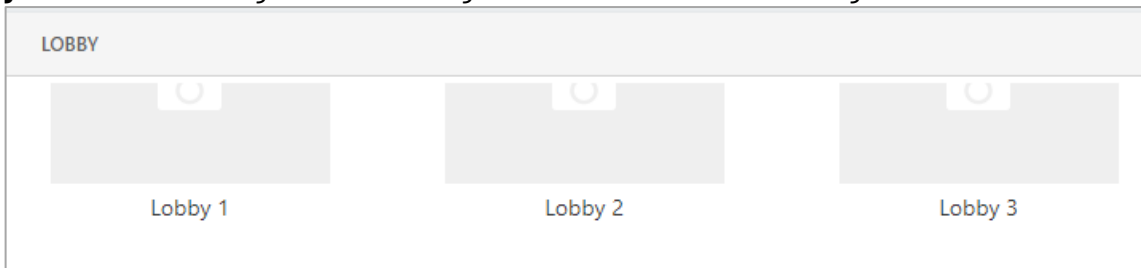
CCC ONE® Estimating – Grow My Network, Continued

Photos Tab, continued

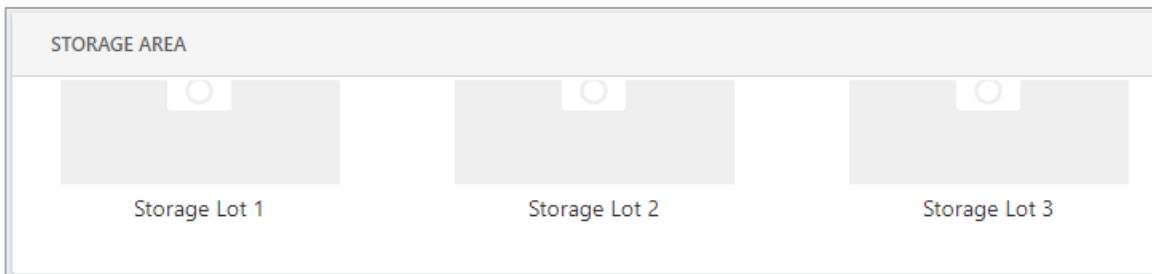
Facility – Click on an image tile and navigate to the folder where image files are located.



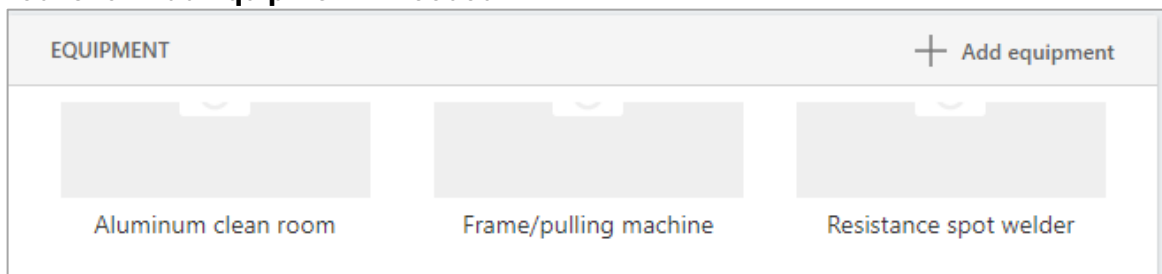
Lobby – Click on an image tile and navigate to the folder where image files are located.



Storage Area – Click on an image tile and navigate to the folder where image files are located.



Equipment – Click on an image tile and navigate to the folder where photo files are located. Click **Add Equipment** if needed.



Other Tab All section in this tab are editable.

Primary Rental - There are two parts to this section. The first part allows you to select the rental provider, e.g.: Avis, Hertz, Enterprise, Alamo, Budget, Thrifty or National that you have established relationships with. Also, specific any rental vehicles available at your shop.

The second section allows you to provide rental insurance coverage. This includes 'Proof of insurance' where you upload a PDF of your policy.

PRIMARY RENTAL				Edit			
Rental partner:	<input type="text" value="Rental Partner"/>	Onsite rental:	<input type="text" value="No"/>	Rental vehicles:	<input type="text" value="Vehicles"/>	Average rental charge:	<input type="text" value="Amount/day"/>

Licenses & IDs – Enter your license numbers for state, county, federal, EPA and etc.

LICENSES & IDS				Edit	
Federal license:	<input type="text" value="Federal License"/>	Federal EPA:	<input type="text" value="Federal EPA"/>		
State license:	<input type="text" value="State License"/>	State EPA:	<input type="text" value="State EPA"/>		
County license:	<input type="text" value="County License"/>	Local hazmat permit:	<input type="text" value="Local Hazmat Permit"/>		
City license:	<input type="text" value="City License"/>	OSHA ID:	<input type="text" value="OSHA ID"/>		
		SMSA:	<input type="text" value="SMSA"/>		

Storage Area – Describe the type of storage and security features.

STORAGE AREA	
Storage Lot Sq Ft:	<input type="text" value="7,501 - 10,000"/>
Description	<input type="text"/>
Characters left: 1000	
SECURITY	
<input checked="" type="checkbox"/> Alarms	<input checked="" type="checkbox"/> Cameras
<input checked="" type="checkbox"/> Fence	<input checked="" type="checkbox"/> Lighting

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CCC ONE® Estimating – Grow My Network, Continued

Other Tab, continued

For each of the insurance coverage segments below, you need to determine the type of insurance coverage you have. If you select **Yes**, then you'll need to enter the insurance information in the fields provided.

Recommended: This section should be filled out by someone with access to copies of their existing insurance policies.


The **Proof of Insurance** field allows you to upload a PDF of your policy coverage page that shows the coverage and expiration date.

Proof of Insurance		
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Garage Keepers Insurance – Click **Edit**, then **Yes** to update and **Save** to complete.

GARAGE KEEPERS INSURANCE				 Edit	
Insurance company:	<input type="text" value="Insurance Company"/>	Policy #:	<input type="text" value="Policy #"/>	Coverage:	<input type="text" value="Coverage"/>
		Policy start:	<input type="text" value="Policy Start"/>	Coverage limits:	<input type="text" value="Coverage Limits"/>
		Policy end:	<input type="text" value="Policy End"/>	Proof of insurance:	<input type="text" value="Proof of Insurance"/>

Workers Compensation Insurance – Click **Edit**, then **Yes** to update and **Save** to complete.

WORKERS COMPENSATION INSURANCE				 Edit	
Insurance company:	<input type="text" value="Insurance Company"/>	Policy #:	<input type="text" value="Policy #"/>	Coverage:	<input type="text" value="Coverage"/>
		Policy start:	<input type="text" value="Policy Start"/>	Coverage limits:	<input type="text" value="Coverage Limits"/>
		Policy end:	<input type="text" value="Policy End"/>	Proof of insurance:	<input type="text" value="Proof of Insurance"/>

General Liability Insurance – Click **Edit**, then **Yes** to update and **Save** to complete.

GENERAL LIABILITY INSURANCE				 Edit	
Insurance company:	<input type="text" value="Insurance Company"/>	Policy #:	<input type="text" value="Policy #"/>	Coverage:	<input type="text" value="Coverage"/>
		Policy start:	<input type="text" value="Policy Start"/>	Coverage limits:	<input type="text" value="Coverage Limits"/>
		Policy end:	<input type="text" value="Policy End"/>	Proof of insurance:	<input type="text" value="Proof of Insurance"/>




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CCC ONE® Estimating – Grow My Network, Continued

Other Tab,

continued

Umbrella Insurance – Click **Edit**, then **Yes** to update and **Save** to complete.

UMBRELLA INSURANCE				 Edit	
Insurance company:	 <i>Insurance Company</i>	Policy #:	 <i>Policy #</i>	Coverage:	 <i>Coverage</i>
		Policy start:	 <i>Policy Start</i>	Coverage limits:	 <i>Coverage Limits</i>
		Policy end:	 <i>Policy End</i>	Proof of insurance:	 <i>Proof of Insurance</i>
