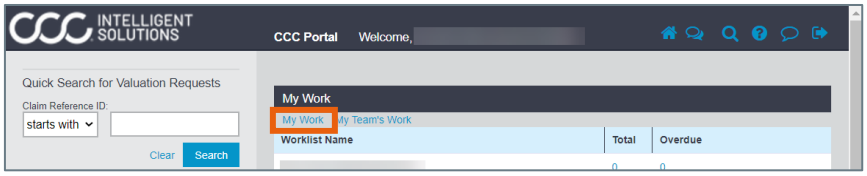
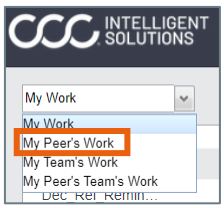
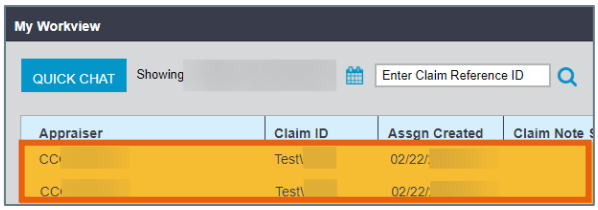
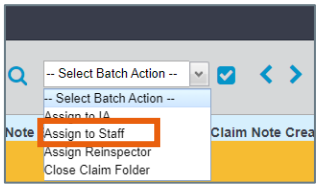
Batch Assign Claims to Staff & IAs in CCC Portal

Introduction

This job aid outlines the steps to batch assign claims to **Staff** or to an **IA** (Independent Appraiser).

Batch Assign to Staff

Follow the steps below to batch assign claims to Staff:

Step	Action
1	Sign in to the **CCC Portal**.
2	Click on the **My Work** link under the My Work section. 
3	If you are not assigning from your own work, you will need to use **My Peer's Work**. That can be done by clicking on the **My Work** drop-down list in the top-left, and selecting **My Peer's Work**. 
4	Select the claims in the Worklist you wish to batch assign. Do this by holding down the **CTRL** key, and selecting the claims. 
5	Click on the **-- Select Batch Action --** drop-down list, and select **Assign to Staff**. 

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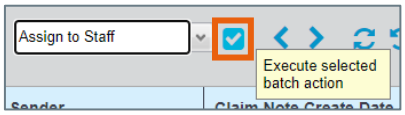
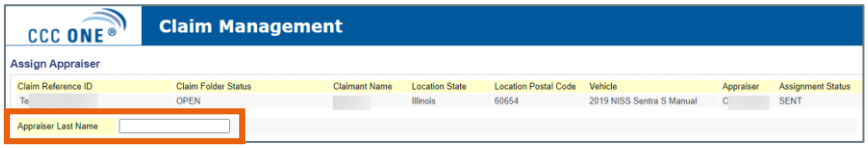
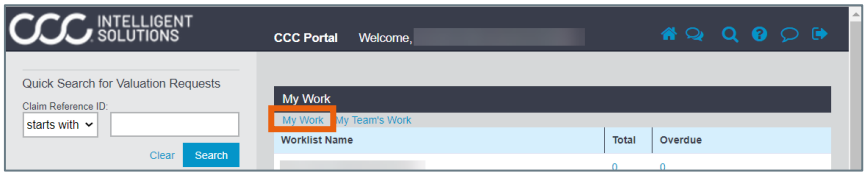
Batch Assign Claims to Staff & IAs in CCC Portal, Continued

Batch Assign to Staff, continued

Step	Action
6	Click the blue box with the check to execute the batch assign action. 
7	The **CCC ONE® Claim Management** window opens. Identify the Appraiser you want to assign the claim to using the **Appraiser Last Name** search box. 
8	Click the blue **assign** button next to the Appraiser's name to complete the action. Follow any additional confirmation prompts.

Batch Assign to an IA

Follow the steps below to batch assign claims to an IA:

Step	Action
1	Sign in to the **CCC Portal**.
2	Click on the **My Work** link under the My Work section. 

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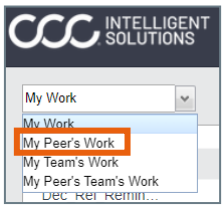
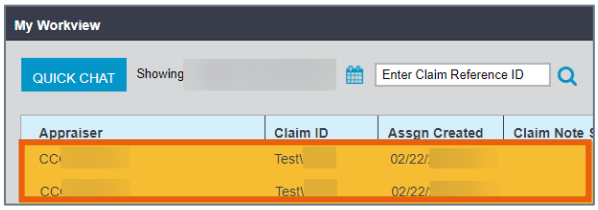
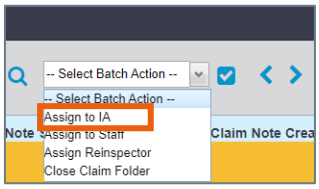
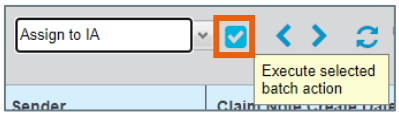
Batch Assign Claims to Staff & IAs in CCC Portal, Continued

Batch Assign to an IA, continued

Step	Action
3	If you are not assigning from your own work, you will need to use **My Peer's Work**. That can be done by clicking on the **My Work** drop-down list in the top-left, and selecting **My Peer's Work**. 
4	Select the claims in the Worklist you wish to batch assign. Do this by holding down the **CTRL** key, and selecting the claims. 
5	Click on the **-- Select Batch Action --** drop-down list, and select **Assign to IA**. 
6	Click the blue box with the check to execute the batch assign action. 
7	The **CCC ONE® Claim Management** window opens. Identify the Appraiser you want to assign the claim to using the **Independent Appraiser Name** search box.

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Batch Assign Claims to Staff & IAs in CCC Portal, Continued

Batch Assign to an IA, continued

Step	Action
8	Click the blue **assign** button next to the Appraiser's name to complete the action. Follow any additional confirmation prompts.

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