Batch Assign Claims to Staff & IAs in CCC Portal

Introduction	This job (Indepe	aid outlines the steps to batch assign claims to Staff or to an IA ndent Appraiser).	
Batch Assign	Follow the steps below to batch assign claims to Staff:		
lo Starr	Step	Action	
	1	Sign in to the CCC Portal .	
	2	Click on the My Work link under the My Work section.	
		My Work My Work Clear Search	
	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 . Work . WTELLIGENT WWORK WY Peer'S WORK WY Peer'S WORK WY Peer'S WORK WY Peer'S WORK WY Peer'S WORK WY 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 an IA

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

Action Step Sign in to the CCC Portal. 1 2 Click on the **My Work** link under the My Work section. CCC INTELLIGENT SOLUTIONS CCC Portal Welco Quick Search for Valuation Requests Claim Reference ID: starts with 🗸 Total Overdue Clear Search

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

Batch Assign Step Action to an IA, 3 If you are not assigning from your own work, you will need to continued 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. CCC INTELLIGENT SOLUTIONS My Work ~ My Work My Peer's Work My Team's Worl My Peer's Team'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. My Workview QUICK CHAT Showing Enter Claim Reference ID Q Claim ID Assgn Created Claim Note Appraiser Test\ 02/22/ 5 Click on the -- Select Batch Action -- drop-down list, and select Assign to IA. -- Select Batch Action -- 👻 💙 < 📏 0 - Select Batch Action -Assign to IA Claim Note Crea Note to Stat Assign Reinspector Close Claim Folder 6 Click the blue box with the check to execute the batch assign action. Assian to IA > Execute selected batch action Sender Clain Note Greate La 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. **Claim Management** CCC ONE® Assign Independent Ap Claim Reference ID Claim Folder Status Location State Location Postal Code Vehicle Illinois 60654 2019 NISS Sentra S Manual OPEN lent Appraise

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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.		
	assign assign assign		

