

One. True. Partner.

Job Aid: Selecting Header Print Options in CCC ONE[®] Appraiser Platform

Introduction In CCC Pathways, there was a feature called "Affiliate". Now, in CCC ONE® Appraiser Platform, your selections on the Contacts and Insurance Workfile tabs will drive what prints on the Estimate Headers. You can now choose the following options to print on the Estimate Header in CCC ONE: The IA Office **Only** • The IA Office AND the Insurance Company information • The Insurance Company ONLY The Independent Appraiser's Name This job aid describes each Header and what options to select in order to print each of these Headers in CCC ONE. Print the IA The default option when creating a new Estimate not associate with Office ONLY an Assignment and does not have an Insurance Company selected on Header on the Insurance tab is to print the IA Office only. Tracking Information To do this, go to the **Workfile** Contacts IA Office: Top Notch IA O Contacts tab, Tracking Information. Print on estimate Clicking into the Print on estimate checkbox to Estimator: Denise Wilson select it, will print the IA Office on the Estimate Header. Priority: V No Action Click on the IA Office drop list to change to a different IA Office Estimate Header will Tip! If the IA Office has just been created, exit look like this: CCC ONE then log back in to see it in the drop list. Top Notch IA Office Workfile ID: be1b48de Company Slogan Goes Right Here 78549 W Imperial Highway Suite 456 Huntington Beach, CA 92865 Phone: (714) 546-7874, FAX:(714) 546-7899 **Preliminary Estimate** Job Number: Customer: Trainer, Henry

Continued on next page



One. True. Partner.

Job Aid: Selecting Header Print Options in CCC ONE® Appraiser Platform, Continued

Print the IA Office AND Insurance Company on Header	The default option when working on an Insurance Company Assignment is to print both the IA Office AND the Insurance Company information on the Estimate Header. To so this, leave the Print on estimate check box selected on the Contacts tab.					
	If you already have the Assignment, the appropriate Claim Office is already selected on the Insurance tab.			On Priority:	Denise Wilson	
	If you create a ne Insurance Company from the drop list. Next, select the Claim Office. To add a custom line of text, e.g., instructions for a supplement or Insurance Company required text, enter it into the	ew Workfile, Vorkfile - Contacter Insura Insurance Information Insurance Company: Claim Office: Phone Number(s): Adjuster: Policy Number: Policy Number: Policy Number: Policy Number: Insurance Agent: Endorsement Notes:	go to the Insurc Trainer, Henry nce Inspection Vehicle in (Insured, Vehicle Ow CCC1-IC1 TEST COMPANY-01 CCC1-IC1-CLAIM OFFICE 3 Phone Type Phone Business (714) 564-6 Day (714) 544-6	Estimate Rates Atta mer - Trainer, Henry Number 1466 1464 146	d select the	
		Company: Deductible: CCC1-IC1 T CCC1-I Phone: (714) 56 Top No Company 5 78549 V Hunting Phone: (714) 54 Prelim		D1 Wa 79 99	ırkfile ID:	

Continued on next page



One. True. Partner.

Job Aid: Selecting Header Print Options in CCC ONE® Appraiser Platform, Continued

Print the Insurance Company ONLY on Header	Select this option when you only want to print the Insurance Company on the Estimate Header. This option will NOT print ANY IA information. To do this, go to the Workfile Contacts tab , Tracking Information . Uncheck the Print on estimate checkbox.			Contacts Information Top Notch IA Office Print on estimate Denise Wilson V No No
	Here is the Hea	der that will print on the Estimate: CCC1-IC1 TEST COMPANY-01 CCC1-IC1-CLAIM OFFICE3 Ins Company Address Address #2 CERRITOS, CA 90703 Phone: (714) 564-6466, FAX:(897) 979-7979 Preliminary Estimate		Important! Once locked, the Estimate of Record will display the name selected here.

 Print the Independent Appraiser's
 Once the Estimate is locked, the name entered into the Estimator field under Tracking Information will display on the Estimate of Record.

 Mame on Header
 CCC1-IC1 TEST COMPANY-01

 CCC1-IC1-CLAIM OFFICE3 Ins Company Address Address #2 CERRITOS, CA 90703

 Estimate of Record

Written By: Denise Wilson