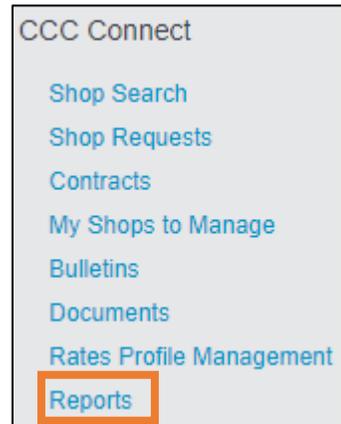


CCC® Connect Reports

Introduction

CCC® Connect allows users to run reports that include the following sections:

- Shop Information
- Shop Contact Details
- Shop Location Details
- Shop Products
- Shop Licenses & IDs
- Insurance Policy Information
- Shop Hierarchy Information
- Shop Invitation Details

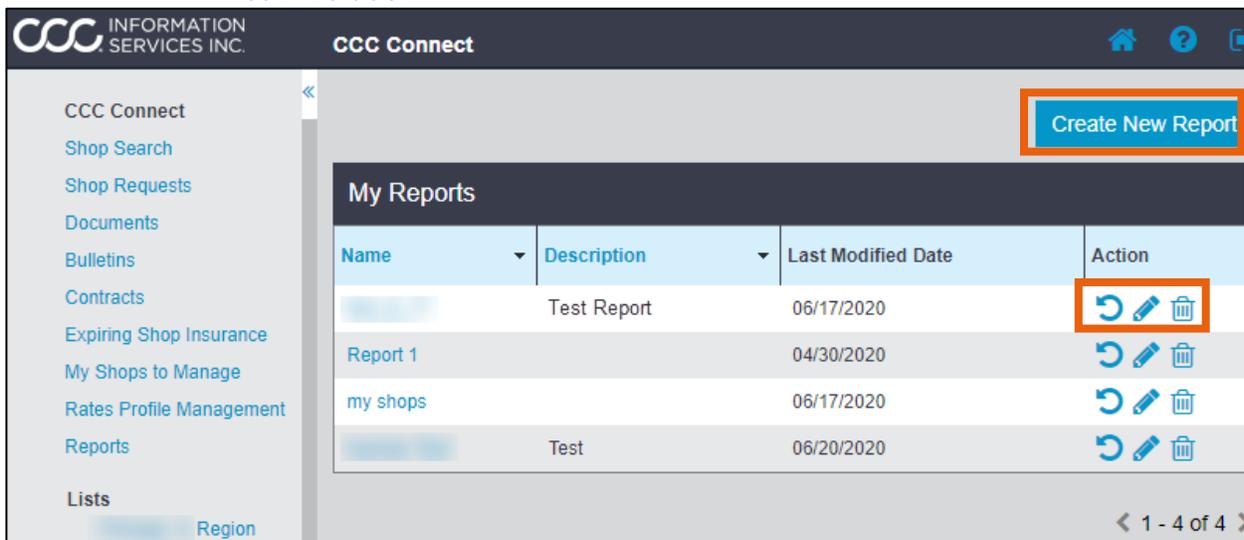


To access reports, simply go to Portal Homepage and locate the CCC Connect section. Click Reports and the Reports page displays.

This guide describes how to access the Connect Reports section, use the provided report selection criteria to create a new report, and update existing reports to modify the data displayed.

Reports Page Navigation

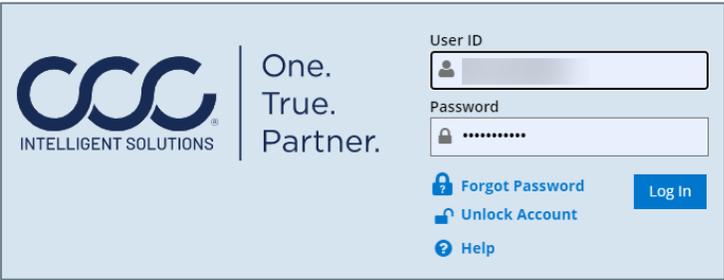
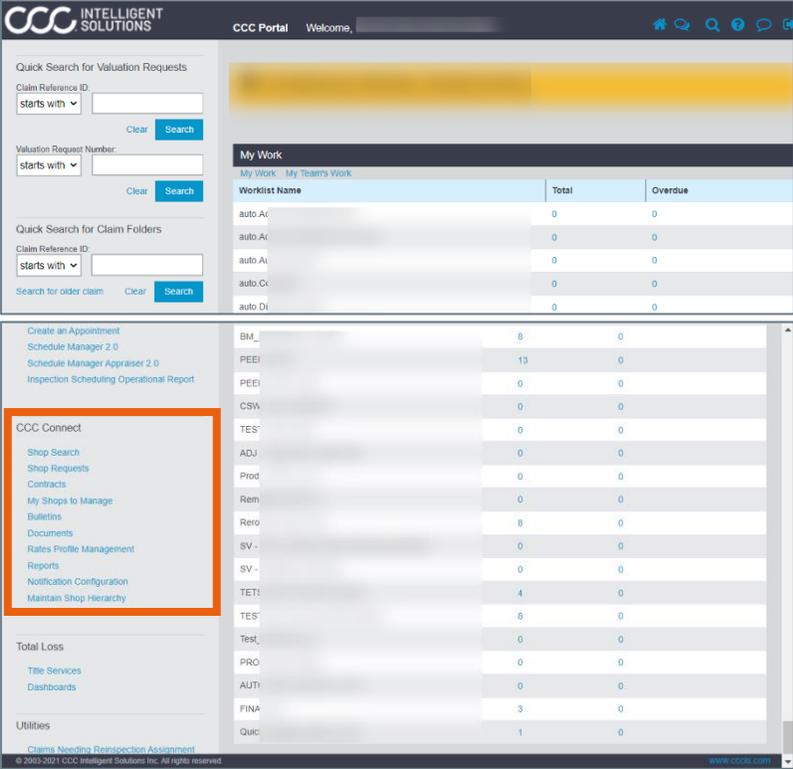
Let's begin with a quick look at the Reports main page. Here you can view and edit existing Reports, delete Reports, and create new Reports. The next section describes how to create a new report and the data you can include.



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CCC® Connect Reports, Continued

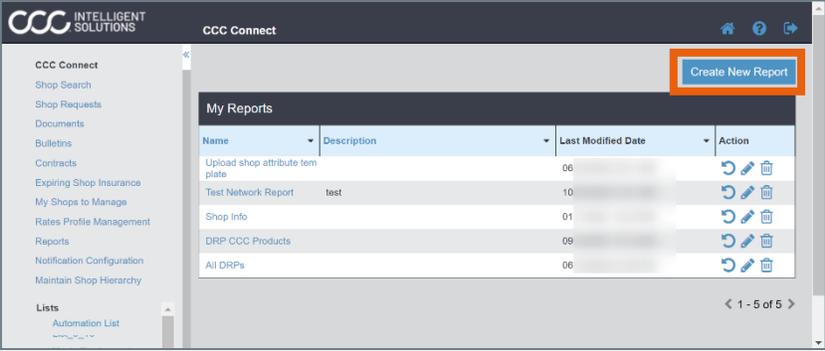
Create Report Follow these steps to view and run a report.

Step	Action																																																																								
1	<p>Login to mycccportal.com.</p> 																																																																								
2	<p>Scroll down to the CCC Connect section.</p>  <table border="1" data-bbox="618 961 1179 1583"> <thead> <tr> <th>Worklist Name</th> <th>Total</th> <th>Overdue</th> </tr> </thead> <tbody> <tr><td>auto A1</td><td>0</td><td>0</td></tr> <tr><td>auto A2</td><td>0</td><td>0</td></tr> <tr><td>auto A3</td><td>0</td><td>0</td></tr> <tr><td>auto C1</td><td>0</td><td>0</td></tr> <tr><td>auto D1</td><td>0</td><td>0</td></tr> <tr><td>BM_</td><td>8</td><td>0</td></tr> <tr><td>PEE1</td><td>13</td><td>0</td></tr> <tr><td>PEE2</td><td>0</td><td>0</td></tr> <tr><td>CSV1</td><td>0</td><td>0</td></tr> <tr><td>TES1</td><td>0</td><td>0</td></tr> <tr><td>ADJ</td><td>0</td><td>0</td></tr> <tr><td>Prod</td><td>0</td><td>0</td></tr> <tr><td>Rem</td><td>0</td><td>0</td></tr> <tr><td>Rero</td><td>8</td><td>0</td></tr> <tr><td>SV -</td><td>0</td><td>0</td></tr> <tr><td>SV -</td><td>0</td><td>0</td></tr> <tr><td>TET1</td><td>4</td><td>0</td></tr> <tr><td>TES2</td><td>8</td><td>0</td></tr> <tr><td>Test1</td><td>0</td><td>0</td></tr> <tr><td>PRO</td><td>0</td><td>0</td></tr> <tr><td>AUT1</td><td>0</td><td>0</td></tr> <tr><td>FINA</td><td>3</td><td>0</td></tr> <tr><td>Quic</td><td>1</td><td>0</td></tr> </tbody> </table>	Worklist Name	Total	Overdue	auto A1	0	0	auto A2	0	0	auto A3	0	0	auto C1	0	0	auto D1	0	0	BM_	8	0	PEE1	13	0	PEE2	0	0	CSV1	0	0	TES1	0	0	ADJ	0	0	Prod	0	0	Rem	0	0	Rero	8	0	SV -	0	0	SV -	0	0	TET1	4	0	TES2	8	0	Test1	0	0	PRO	0	0	AUT1	0	0	FINA	3	0	Quic	1	0
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CCC® Connect Reports, Continued

Create Report, continued

Step	Action																								
3	<p>Click on Reports.</p>  <p>CCC Connect</p> <ul style="list-style-type: none"> Shop Search Shop Requests Contracts My Shops to Manage Bulletins Documents Rates Profile Management Reports Notification Configuration Maintain Shop Hierarchy 																								
4	<p>The My Reports section displays and shows all previously saved reports. To run a new report, click Create New Report.</p>  <p>CCC INTELLIGENT SOLUTIONS CCC Connect</p> <p>CCC Connect</p> <ul style="list-style-type: none"> Shop Search Shop Requests Documents Bulletins Contracts Expiring Shop Insurance My Shops to Manage Rates Profile Management Reports Notification Configuration Maintain Shop Hierarchy <p>Lists</p> <ul style="list-style-type: none"> Automation List <p>My Reports</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Last Modified Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Upload shop attribute tem plate</td> <td></td> <td>06</td> <td> </td> </tr> <tr> <td>Test Network Report</td> <td>test</td> <td>10</td> <td> </td> </tr> <tr> <td>Shop Info</td> <td></td> <td>01</td> <td> </td> </tr> <tr> <td>DRP CCC Products</td> <td></td> <td>09</td> <td> </td> </tr> <tr> <td>All DRPs</td> <td></td> <td>06</td> <td> </td> </tr> </tbody> </table> <p>< 1 - 5 of 5 ></p>	Name	Description	Last Modified Date	Action	Upload shop attribute tem plate		06		Test Network Report	test	10		Shop Info		01		DRP CCC Products		09		All DRPs		06	
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CCC® Connect Reports, Continued

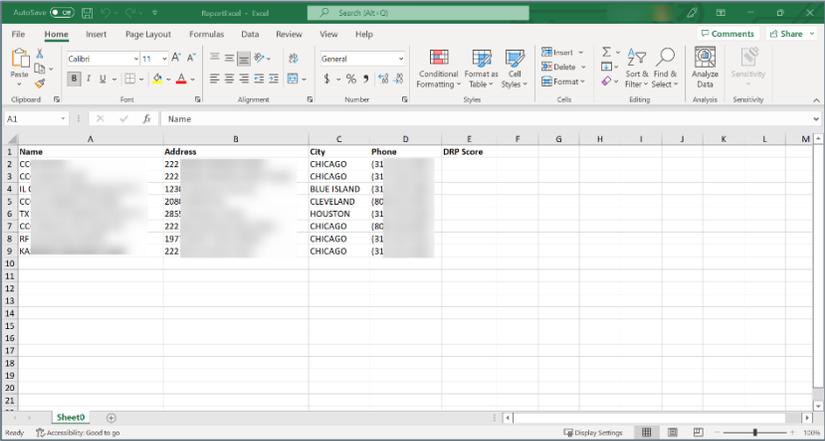
Create Report, continued

Step	Action
5	<p>There are several sections provided for you to select report criteria: Shop Information, Shop Contact Details, Shop Location Details, Shop Products, Shop Licenses & ID's, Insurance Policy Information, Hierarchy Information, Shop Invitation Details, Shop Notes, Shop Attributes, Shop Suspend Details, and Report Selection Criteria.</p> <p>Select all report criteria you would like shown on the report. Use the Report Selection Criteria section to choose shops from specific States, Shop Lists, Shop Invitation Status, etc. Then click Run Report.</p>  <p>Note: A minimum of one report criteria is required before you can run and/or save a report.</p>

Continued on next page

CCC® Connect Reports, Continued

Create Report, continued

Step	Action																																																						
6	<p>An Excel report will be downloaded to your Downloads folder. Click Open file to view the report.</p> 																																																						
7	<p>Your report will open in Excel with all of the report criteria you selected.</p>  <table border="1" data-bbox="386 1018 1211 1325"> <thead> <tr> <th></th> <th>Name</th> <th>Address</th> <th>City</th> <th>Phone</th> <th>DRP Score</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>CC</td> <td>222</td> <td>CHICAGO</td> <td>(31</td> <td></td> </tr> <tr> <td>3</td> <td>CC</td> <td>222</td> <td>CHICAGO</td> <td>(31</td> <td></td> </tr> <tr> <td>4</td> <td>IL C</td> <td>1234</td> <td>BLUE ISLAND</td> <td>(31</td> <td></td> </tr> <tr> <td>5</td> <td>CC</td> <td>2098</td> <td>CLEVELAND</td> <td>(80</td> <td></td> </tr> <tr> <td>6</td> <td>TX</td> <td>2835</td> <td>HOUSTON</td> <td>(31</td> <td></td> </tr> <tr> <td>7</td> <td>CC</td> <td>222</td> <td>CHICAGO</td> <td>(80</td> <td></td> </tr> <tr> <td>8</td> <td>RF</td> <td>197</td> <td>CHICAGO</td> <td>(31</td> <td></td> </tr> <tr> <td>9</td> <td>KA</td> <td>222</td> <td>CHICAGO</td> <td>(31</td> <td></td> </tr> </tbody> </table>		Name	Address	City	Phone	DRP Score	2	CC	222	CHICAGO	(31		3	CC	222	CHICAGO	(31		4	IL C	1234	BLUE ISLAND	(31		5	CC	2098	CLEVELAND	(80		6	TX	2835	HOUSTON	(31		7	CC	222	CHICAGO	(80		8	RF	197	CHICAGO	(31		9	KA	222	CHICAGO	(31	
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CCC® Connect Reports, Continued

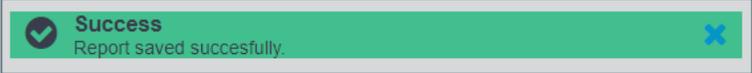
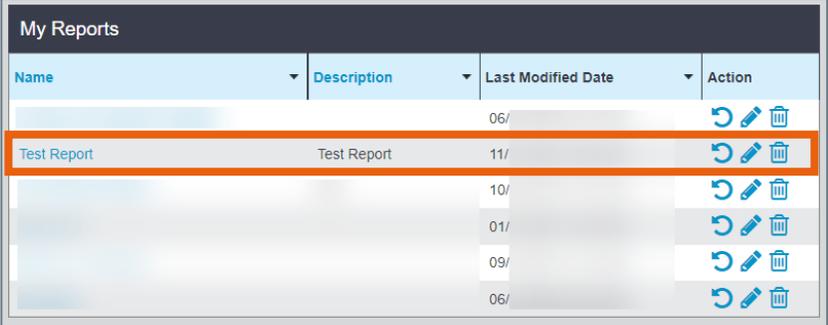
Save a Report Follow the steps below to save a report to the **My Reports** section of CCC® Connect.

Step	Action
1	Follow steps 1-4 from the How to Run a Report section of this job aid.
2	Select Save Report in the Create New Report Section . Then enter a Report Name and a Description (not required). <div data-bbox="581 583 1406 720" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> </div>
3	Select at least one report criteria to save the report. Then click Run Report . <div data-bbox="581 835 1406 1654" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> </div>

Continued on next page

CCC® Connect Reports, Continued

Save a Report, continued

Step	Action
4	<p>An Excel report will be downloaded to your Downloads folder.</p>  <p>A green banner will display at the top of the CCC Connect window.</p> 
5	<p>The report will now show in the My Reports section.</p>  <p>From here you are able to View the report, Edit the report, or Delete the report by using the Action buttons.</p> 

Continued on next page

CCC® Connect Reports, Continued

My Reports

As mentioned on the first page, any Reports saved to view or edit to run again, will display on the Reports main page. Here you can see the Report Name, Description, and the Last Modified Date.

My Reports			
Name	Description	Last Modified Date	Action
	Test Report	06/17/2020	  
Report 1		04/30/2020	  
my shops		06/17/2020	  
	Test	06/20/2020	  

< 1 - 4 of 4 >

For any existing Reports, you can:

 **View:** Rerun the Report and it will download automatically for you to save to your computer.

 **Edit:** opens the Report Selection Criteria page to make changes to and run the report again.

Cancel Run Report Update

You will be able to update the existing Report or select Run Report to create a new report with

Save Report

Do you want to override the existing report or create new?

Cancel Override Save As New Report

your changes. If you do, then you will have the option of saving the report as a **New Report** or to **override** the existing saved report.

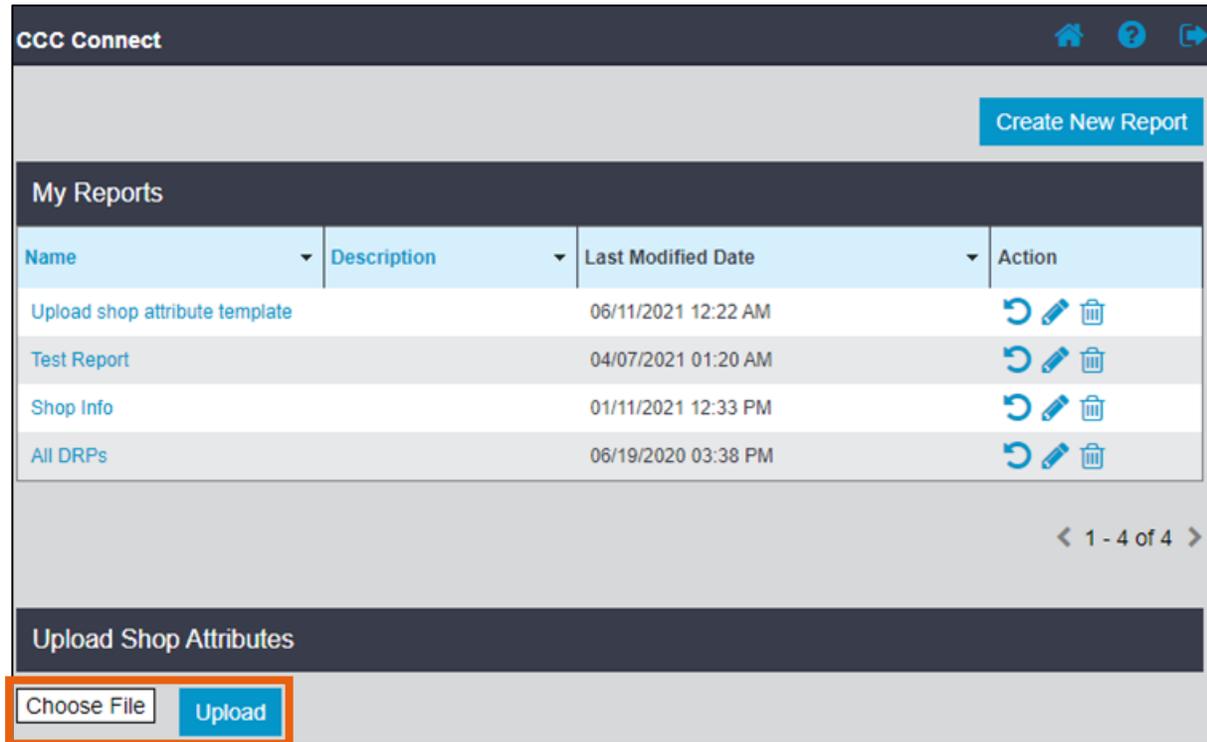
 **Delete:** Permanently delete the Report from the list.

Continued on next page

CCC® Connect Reports, Continued

Shop Attributes Upload

The Reports section also allows users to bulk update public and private Shop Attribute values for Shops in the network instead of manually updating each shop individually.



Updating Attributes: To begin this process, we recommend that you export a Report to your local drive, from Connect, with the following fields:

- Location ID
- Public Attributes
- Private Attributes

Modify the Shop IDs and attributes as needed in the exported Report. As long as the Location IDs and Attribute Names match, once you upload the file, the attribute will be updated.

Important: If your exported Report has shop names or any other additional columns, you must delete them prior to upload.

Location ID	Private Attribute 1	Private Attribute 2	Public Attribute 1	Public Attribute 2
P44047	Sample 1	Sample 2	Sample 3	Sample 5
P64126	Sample 1	Sample 2	Sample 3	Sample 5

Continued on next page

CCC® Connect Reports, Continued

**Shop
Attributes
Upload,**
continued

Upload Updated Report

When ready to upload in bulk, go to the **Upload Shop Attributes** section of the page and click on **Choose File**. Locate and select the updated **Report spreadsheet**.

When ready, click **Upload** to move the data to Connect.
