

# CCC® Portal – Assign Reinspector

## Overview

This document explains how to assign a reinspector to a claim folder in the CCC® Portal.

## Procedure

Stage	Description																				
1	Open the claim folder in the CCC® Portal.																				
2	Click <b>Assign Reinspection</b> from the Reinspection section of the left panel of the claim folder. <div data-bbox="1049 548 1390 709" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Reinspection</p> <p><a href="#">View Reinspection Details</a></p> <p><a href="#">Assign Reinspection</a></p> </div>																				
3	Select the checkbox of the claim to assign. <div data-bbox="566 783 1170 1016" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Assign Reinspection</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Select</th> <th colspan="4">Claim</th> </tr> <tr> <th></th> <th>Claim Reference ID</th> <th>Claim Office</th> <th>Vehicle</th> <th>Appraiser</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Select	Claim					Claim Reference ID	Claim Office	Vehicle	Appraiser	<input type="checkbox"/>									
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	Claim Reference ID	Claim Office	Vehicle	Appraiser																	
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4	Click <b>find reinspector</b> .																				
5	Specify the <b>search criteria</b> and click <b>Search</b> . <div data-bbox="566 1129 1411 1669" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Search for Reinspector <span style="float: right;">CCC</span></p> <p>Search by*</p> <p><input checked="" type="radio"/> Office <input type="radio"/> Reinspection Supervisor <input type="radio"/> Reinspector Name</p> <p>Reinspector Type by</p> <p><input type="checkbox"/> Desk Reviewer <input type="checkbox"/> Field Reinspector <input type="checkbox"/> Reinspector <input type="checkbox"/> Reinspection Supervisor</p> <p>Office(s)*</p> <p><input type="checkbox"/> Select All</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p style="text-align: right; margin-top: 10px;">Cancel Clear <b>Search</b></p> <p style="font-size: small; margin-top: 5px;">© 2003-2016 CCC Information Services Inc. All rights reserved. <a href="http://www.cccis.com">www.cccis.com</a></p> </div>	<input type="checkbox"/>																			
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## CCC® Portal – Assign Reinspector, Continued

Procedure,  
continued

Stage	Description
6	<p>Click the <b>radio button</b> next to the desired Reinspector and click <b>Select</b>.</p> 
7	<p>The reinspector is assigned and will be listed in the <b>Contacts</b> tab of the claim folder.</p> 