CCC® Estimate Review Reinspection Guidance Report

Overview   The Estimate Review Reinspection Guidance Report enables insurance carriers to merge file review data, reinspection data, and Estimate Review Reinspection images into one all-inclusive report that can be used for training purposes.

Note: The user must have the appropriate permissions to use the Guidance Report functionality. The upload image functionality is only available for reviews completed in the CCC® Portal.

Estimate Review – Upload Images

Step	Action
1	Open the claim folder in the CCC® Portal and select **Estimate Review Reinspection** from the left panel.
2	Select the lines to review and the desired review action.
	Optional: In the Reinspection Details screen, click **Upload Images** to select and add images to the Estimate Lines. The selected images will display as thumbnails in a pop-up window. Review the photos to ensure they are correct. Delete them from this screen using the trash can icon as needed. Photos cannot be deleted once submitted. Click **Submit** to upload the photos. **Note:** 4 images may be added per line, and 20 images may be added in total for the Estimate Review Reinspection. These images will be stored in the claim folder and included in the Guidance Report. The images will NOT be included in the standard Estimate Review Reinspection Report.
3	Follow your process to complete the Estimate Review Reinspection.
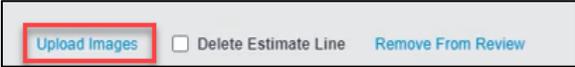
Continued on next page

Run Guidance Report

Step	Action	
1	Once the Estimate Review Reinspection is completed, **refresh** the claim folder by clicking the **refresh** button.	**Claim Folder:**
2	Desk Review Estimate Review File Review Guidance Report	Click **Guidance Report** from the left panel of the claim folder.
3	A list of available Estimate Review reports will display. Select the **radio button** of the desired Estimate Review Reinspection report and click **Generate Report**.	**Guidance Report** Guidance Report for Estimate Review — Version ○ CCC ONE Review — E01 ◉ Estimate Review Reinspection — E01 Cancel — Generate Report
4	A confirmation message appears once the report is generated. If desired, specify an email address and click **Send and Return to Claim Folder** to email a copy of the report to a specific user and then return to the claim folder.	Training Report Generated The training report has been successfully generated. Do not close the browser before clicking on the Send and Return to Claim Folder button. ☑ Send Estimate Review Report to Appraiser Email Address: Send and Return to Claim Folder
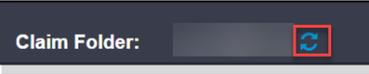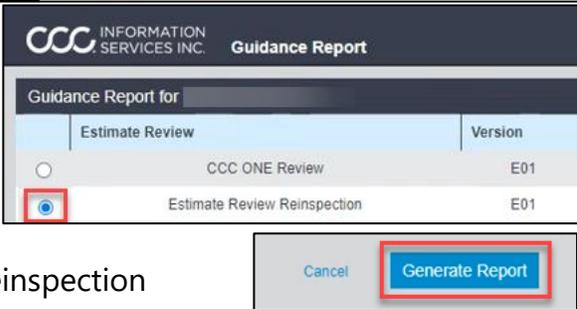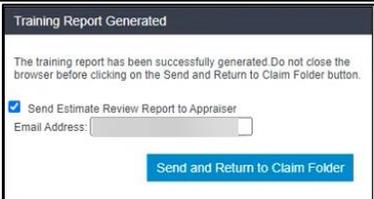
Access Guidance Report
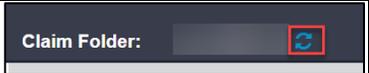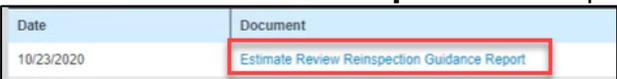
Step	Action	
1	Return to the claim folder and **refresh** the claim folder by clicking the **refresh** button.	**Claim Folder:**
2	The Guidance Report is included in the **Summary** tab of the claim folder. Click the **report link** to open it. Date — Document 10/23/2020 — Estimate Review Reinspection Guidance Report	
3	The report includes file review data, reinspection data, and Estimate Review Reinspection images.	