## **CCC®** Manual Estimate Review Guidance Report

**Overview** The Manual Estimate Review Guidance Report enables insurance carriers to merge file review data, reinspection data, and Manual Estimate Review 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<sup>®</sup> Portal.

Estimate	Step	Action	
Review –	1	Open the claim folder in the CCC <sup>®</sup> Portal and select <b>Manual</b>	
Upload Images		Estimate Review from the left panel.	
	2	Click Add Additional Change.	
	3	Enter a Description, Original/Review Amount, Category, and	
		Category Description in the Manual Review Details section.	
	4	Select the desired review action from the dropdown and click <b>Go</b> .	
	Optiona	I: In the Reinspection Details screen, click Upload Images to select	
	and add	images to the Estimate Lines.	
	. United at the		
	Upload In	nages Delete Estimate Line Remove From Review	
	Upload	Images 🔀	
	0		
	Please ens	ure proper photos have been selected. Photos cannot be deleted once submitted.	
	Photo	Thumbnail Taken By	
	The sele	cted images will display as thumbnails in a pop-up window.	
	Review t	he photos to ensure they are correct. Delete them from this screen	
	using the trash can icon as needed. Photos cannot be deleted once		
	submitte	ed. Click <b>Submit</b> to upload the photos.	
	Note: 4 images may be added per line, and 20 images may be added in total		
	for the Manual Estimate Review. These images will be stored in the claim		
	folder and included in the Guidance Report. The images will NOT be included		
	in the standard Manual Estimate Review Report.		
	5	Follow your process to complete the Manual Estimate Review.	

*Continued on next page* 

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## CCC® Manual Estimate Review Guidance Report, Continued

Run Guidance	Step	Action		
Report	1	Once the Manual Estimate Review is completed, <b>refresh</b> the claim		
		folder by clicking the <b>refresh</b> button.		
	2	Click <b>Guidance Report</b> from the left panel of the claim folder. File Review Guidance Report		
·	3	A list of available Estimate Review reports will display.		
		Select the <b>radio button</b> of the Guidance Report for hbtest19june-01		
		desired Manual Estimate Review Version		
		report and click <b>Generate</b> O CCC ONE Review S01		
		Report. O Estimate Review S01		
		O Ad-hoc Estimate Review S01		
		Cancel Generate Report O Ad-hoc Estimate Review Reinspection S01 Manual Estimate Review S01		
	4	A confirmation message appears once the report is generated. If desired, specify an email address and click <b>Send and Return to</b> <b>Claim Folder</b> to email a copy of the report to a specific user and		
		then return to the claim folder.		
-				
Access	Step	Action		
Guidance	1	Return to the claim folder and,		
Report		refresh the claim folder by Claim Folder:		
		clicking the <b>refresh</b> button.		

The Guidance Report is included in the **Summary** tab of the

The report includes file review data, reinspection data, and

claim folder. Click the **report link** to open it.

Manual Estimate Review Guidance Report

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Most Recent Claim Information

Date

11/13/2020

Document

Manual Estimate Review images.

2

3