View Enhanced Build Sheets in CCC® Estimating

Introduction

A Build Sheet is a list of options installed at the factory for a specific vehicle. A valid Claim Number and VIN are required to view a Build Sheet. Build Sheets are only available for companies that have the necessary contract. Only select manufacturers provide installed information. This document describes the process of viewing a Build Sheet in CCC[°] Estimating.

This document describes the process of viewing the enhanced Build Sheet feature in CCC[®] Estimating. This enhanced version is only available for insurance companies that have been enabled with the feature.

Procedure Use the following steps to include the Factory Build Sheet for the selected vehicle:

Step	Action					
1	In CCC [®] Estimating, open the appropriate workfile and go to					
	the Vehicle tab, then select Description .					
2	Enter a valid VIN and click or tap Decode .					
3	A button displays, with a popup that reads: "Factory					
	Build Sheet Available". Click or tap the Factory Build					
	Sheet button to download the installed options.					
	Contacts Insurance Inspection Statements Vehicle Estimate Rates Attachments					
	Description Options Tires					
	Secall Notices 📋 Vehicle Equipment Report 🗹 Factory Build Sheet					
	Note: If a Factory Build Sheet was unable to be successfully retrieved, an error message will display with additional information.					
	The button greys out when you have successfully added the Build Sheet.					

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View Enhanced Build Sheets in CCC® Estimating, Continued

	Step	Action							
continued	4	For certain vehicles, you may be prompted to either keep the previously specified vehicle or select a vehicle model a recommended by the build sheet.							
		CCC ONE							
		Confirm vehicle model selection							
		Please review the model recommendation below as sourced from the vehicle build sheet:							
		O Keep current model							
		O Update with build sheet recommendation							
		ОК							
		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK. The changes are incorporated into the Vehicle > Options tab.							
		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK. The changes are incorporated into the Vehicle > Options tab. Review Vehicle Options One or more options selected for this vehicle do not match the factory build sheet data.							
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		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK . The changes are incorporated into the Vehicle > Options tab. Review Vehicle Options One or more options selected for this vehicle do not match the factory build sheet data. Option Availability Ventilated Seats Installed							
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		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK . The changes are incorporated into the Vehicle > Options tab. Review Vehicle Options One or more options selected for this vehicle do not match the factory build sheet data. <u>Option Option Availability</u> <u>Ventilated Seats Installed</u> WHELS <u>Muminum/Alloy Wheels</u>							
		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK . The changes are incorporated into the Vehicle > Options tab. Review Vehicle Options One or more options selected for this vehicle do not match the factory build sheet data. <u>Option Option Availability</u> <u>Ventilated Seats Installed</u> WHELS <u>Jor Or Larger Wheels Installed</u>							
		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK. The changes are incorporated into the Vehicle > Options tab. Review Vehicle Options One or more options selected for this vehicle do not match the factory build sheet data. Option Option Availability Ventilated Seats Installed WHEELS Installed Installed							
		Select the correct Build Sheet options within the Review Vehicle Options dialog box and click OK. The changes are incorporated into the Vehicle > Options tab.							

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View Enhanced Build Sheets in CCC® Estimating, Continued

Procedure, continued

Step	Action
6	Review the Vehicle > Options tab and click on
	Installed to view which options are factory installed.
	Select/deselect options as needed.

Note: Review the Factory Installed list against your selections on the options tab. If there are discrepancies, verify which should be selected against the actual vehicle. Manufacturers may send ambiguous equipment codes. If you see two mutually exclusive options marked as Factory Installed, the system will include them both.

Options Tab Once you have added the Factory Build Sheet, the **Installed** section will display in the **Vehicle > Options** tab with the Factory options that were installed.

Contacts Insurance Inspection S	tatements Vehicle Estimate Rates Attachmer	its Settlements Total Loss	Notes Events	
Description Options Tires				
🗜 Legend 🖍 Reset Options 📋 🕅	/ehicle Equipment Report	Ch	eck the Vehicle Equipme	ent
ALL SELECTED	STANDARD AVAILABLE INSTA	Repc	ort for complete informa	tion.
TRANSMISSION				^
✓ Automatic Transmission	✓ Overdrive ✓ 4 V	Vheel Drive		
POWER				
 Power Steering 	Options Leg	end 🛛	V Power Locks	
Ver Mirrors			V Power Passenger Seat	
Memory Package	✓ Checked = Sele	cted		
DECOR	Bolded = Standard	/Installed		
 Dual Mirrors 	✓ Body Side Moldings ✓ Pr	vacy Glass	✓ Console/Storage	

If you did not add the Factory Build Sheet when identifying the vehicle on the Description sub tab, and there is one available, you can still download it from the Options sub tab.

Contacts I	nsurance	Inspection	Statements	Vehicle	Estima	ate Rates	Attachments
Description	Options	Tires					
: Legend	Reset (Options 🧵	Vehicle Equi	pment Re	port	🔁 Factory	/ Build Sheet

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View Enhanced Build Sheets in CCC® Estimating, Continued

Examples

Here are some examples of how to read the Options sub tab. Remember to be conscious of which category you are viewing the options under:

Contacts Insurar	nce Inspection	Statements	Vehicle	Estimate	Rates	Attachments	Settlements	Total Loss
Description Opt	ions Tires							
Legend n Re	eset Options 📋	Vehicle Equ	ipment Re	port 💈	Factory	Build Sheet	🞗 Show Detai	ls
				_				

Example	Indicates the Equipment is
Power Antenna	Not selected as present on the vehicle, and is not standard/installed.
✓ Power Brakes	Is selected as present and is standard from the manufacturer.
✓ Power Windows	Is selected as present and is available from the manufacturer.
Intermittent Wipers	Not selected.
✓ Alarm	Is selected, but it is not standard or available from the manufacturer.

Note: For each of the <u>above</u> scenarios, verify that the equipment is on the vehicle.

Total Loss TabWhen attempting to submit a Valuation request from the Total Loss
tab, if the Factory Build Sheet button is enabled but has not yet been
selected, the Factory Build Sheet data will automatically be retrieved.

Review **Steps 4-6** in the Procedure section for additional information.

Version History

Version Number	Revision Date	Description
1.0	08/24/2021	Version history added for tracking; no other changes implemented.

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