

View Enhanced Build Sheets in CCC® Estimating

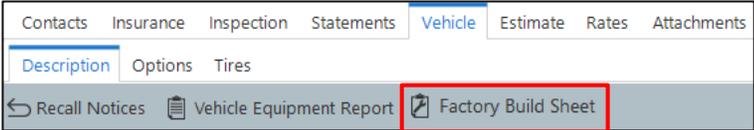
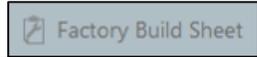
Introduction

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:

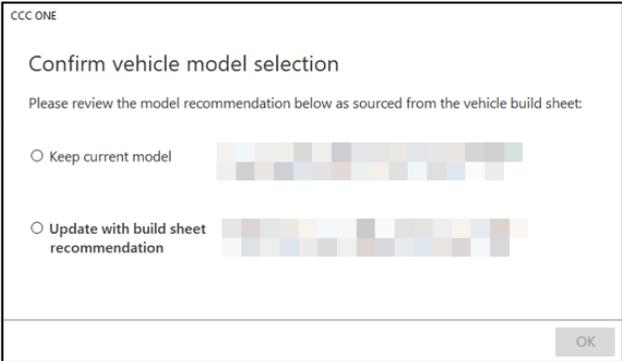
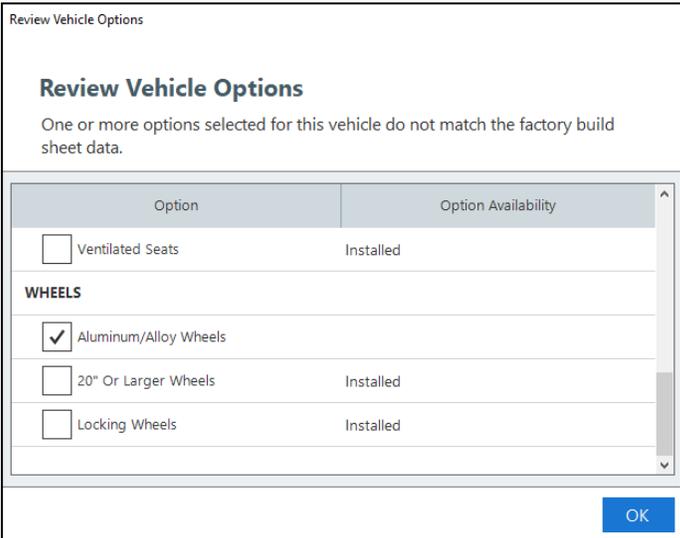
Step	Action
1	In CCC® Estimating, open the appropriate workfile and go to the Vehicle tab, then select Description .
2	Enter a valid VIN and click or tap Decode .
3	<p>A button displays, with a popup that reads: “Factory Build Sheet Available”. Click or tap the Factory Build Sheet button to download the installed options.</p>  <p>Note: If a Factory Build Sheet was unable to be successfully retrieved, an error message will display with additional information.</p> <p>The button greys out when you have successfully added the Build Sheet.</p> 

Continued on next page



View Enhanced Build Sheets in CCC® Estimating, Continued

Procedure,
continued

Step	Action
4	<p>For certain vehicles, you may be prompted to either keep the previously specified vehicle or select a vehicle model as recommended by the build sheet.</p> 
5	<p>If discrepancies exist between the selections within the Vehicle > Options tab and what the Factory Build Sheet indicates as installed, the Review Vehicle Options pop-up dialog box appears.</p> <p>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.</p> 

Continued on next page



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.

Check the Vehicle Equipment Report for complete information.

Options Legend
 ✓ Checked = Selected
Bolded = Standard/Installed

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.

Continued on next page



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:

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 above scenarios, verify that the equipment is on the vehicle.

Total Loss Tab When 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.

