

# Add Catastrophe Code to CCC® Estimating

## Overview

This job aid describes how to add a **Catastrophe Code** to the **Claim Office Profile** and then use it in a workfile.

## Add Code

Use the following steps to add a **Catastrophe Code** to a **Claim Office Profile**:

Step	Action
1	Click the <b>Menu</b> icon.
2	Select <b>Configuration</b> .
3	Select <b>Profiles</b> on the left-side panel.
4	Double-click on the <b>Claim Office Profile</b> you want to add the code to, or select it and click <b>Edit</b> .

The screenshot shows a 'Profiles' table with the following data:

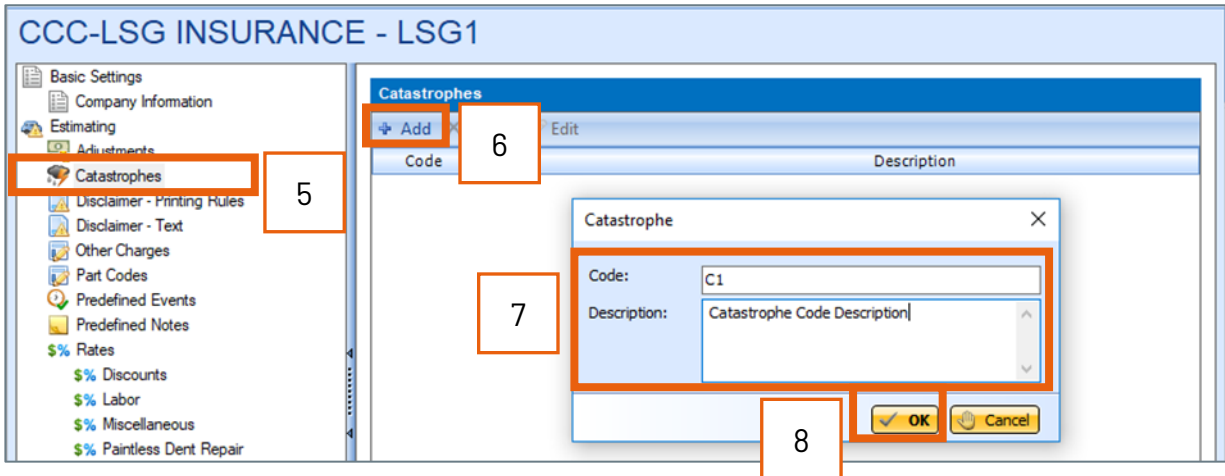
Default	Name	Company Code	Type	City
	CCC-LSG INSURANCE	CCCL	Insurance Company	
✓	CCC-LSG INSURANCE - LSG1	CCCL	Claim Office	

Below the table, the 'Edit' button for the selected 'Claim Office' profile is highlighted with a red box and the number 4.

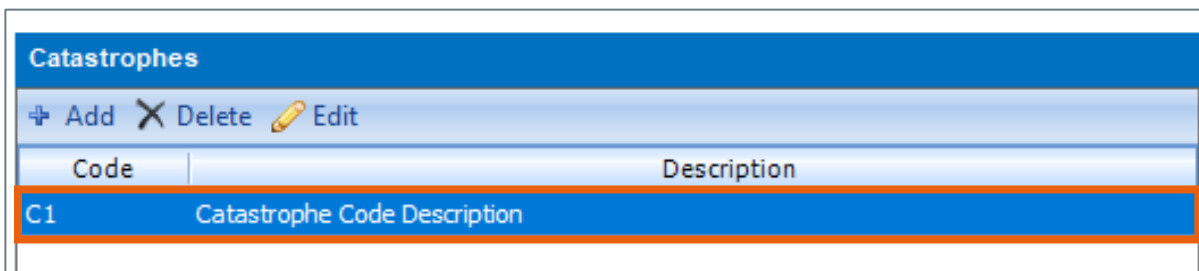
Continued on next page

## Add Catastrophe Code to CCC® Estimating, Continued

**Add Code,**  
continued



Step	Action
5	Select <b>Catastrophes</b> under the <b>Estimating</b> section.
6	Click <b>Add</b> . The <b>Catastrophe</b> dialog window opens.
7	Enter the two-digit <b>Code</b> , and add a <b>Description</b> .
8	Click <b>OK</b> , and the new Catastrophe code appears.



*Continued on next page*

## Add Catastrophe Code to CCC® Estimating, Continued

**Using a Catastrophe Code** Once you add the **Catastrophe Code** to the **Claim Office Profile**, you can then use it in the workfile. To do this:

Step	Action
9	Select the <b>Insurance</b> tab.
10	Then, locate the <b>Catastrophe</b> field from the drop-down list.

The screenshot shows the software interface for a claim workfile. The 'Insurance' tab is highlighted in the top navigation bar. In the 'Insurance Information' section, the 'Insurance' dropdown is set to 'CCC-LSG INSURANCE' (marked with a '9'). The 'Claim Office' is set to 'LSG1'. In the 'Assignment Information' section, the 'Catastrophe' dropdown is set to 'C1 - Catastrophe Code Description' (marked with a '10'). Other fields include 'Claim Number' (ABC-123), 'Claim Type' (Vehicle), 'Type of Loss' (M - COMPREHENSIVE), 'Loss Date/Time' (08/18/2021 8:00 PM), and 'Injury' (Yes). A blue double-checkmark icon is visible next to the 'Catastrophe' field.

**Note:** All available codes for this Claim Office will display for you to select. Be sure to select the proper code and save the workfile.