

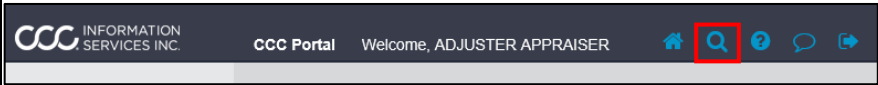
Editing a Private Search

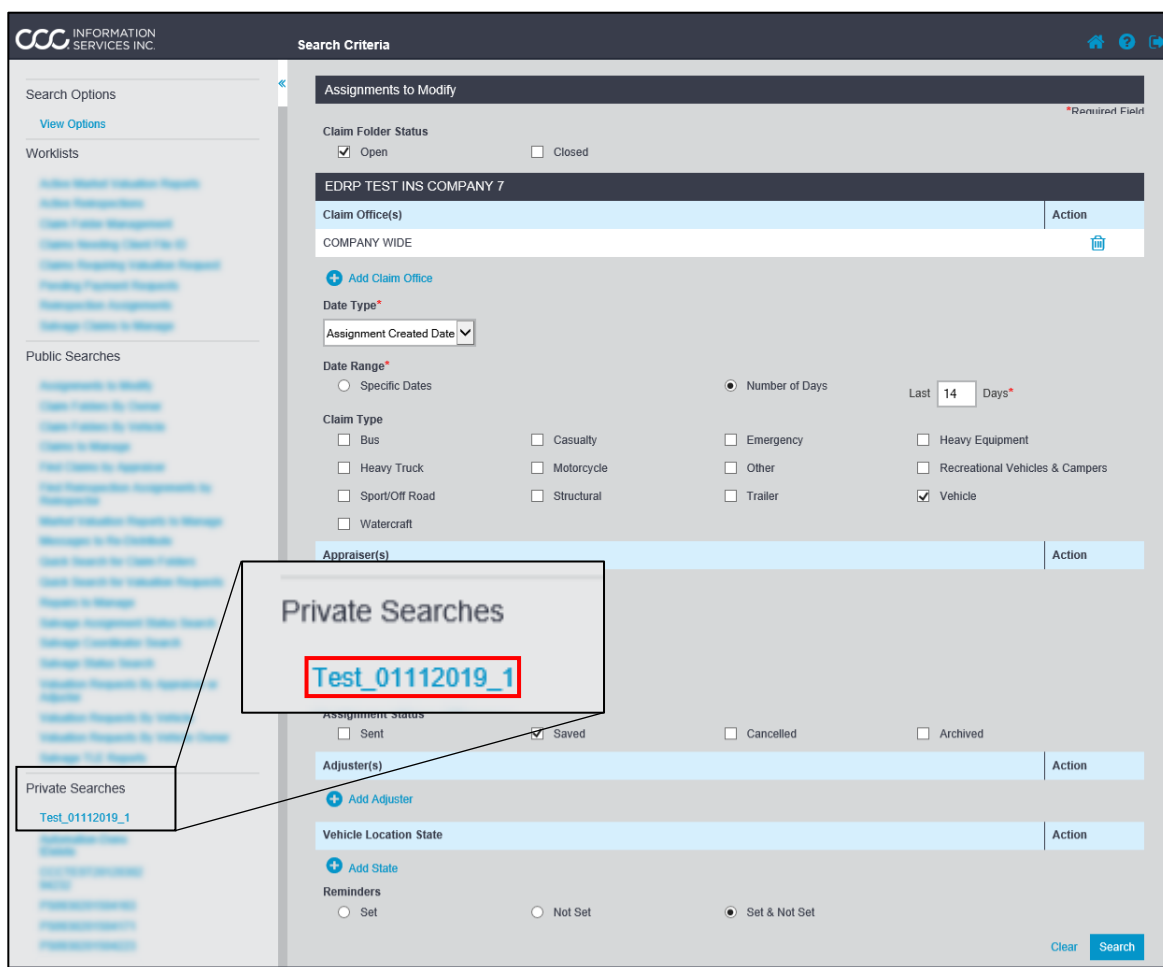
Introduction

This job aid discusses how to edit **Private Searches**, including how to change the name of a private search and deleting private searches.

Accessing Private Searches

Follow the steps in the table below to access your private searches:

Step	Action
1	Login to the CCC Portal. (mycccportal.com)
2	Click the search icon in the upper right-hand corner of the Portal homepage; the Search Criteria page opens. 
3	Select a private search from the Private Searches section located in the left side panel.



The screenshot shows the 'Search Criteria' page in the CCC portal. On the left sidebar, under 'Private Searches', the search 'Test_0112019_1' is highlighted. A callout box points to this search. The main area shows search criteria for 'EDRP TEST INS COMPANY 7'. The criteria include: Claim Folder Status (Open), Date Type (Assignment Created Date), Date Range (Number of Days, Last 14 Days), Claim Type (Vehicle), Appraiser(s), Adjuster(s), Vehicle Location State, and Reminders (Set & Not Set).

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Editing a Private Search, Continued

Editing a Private Search

Follow the steps in the table below to edit a private search:


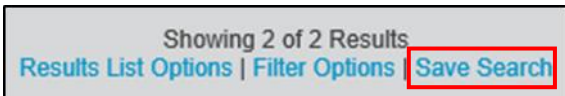
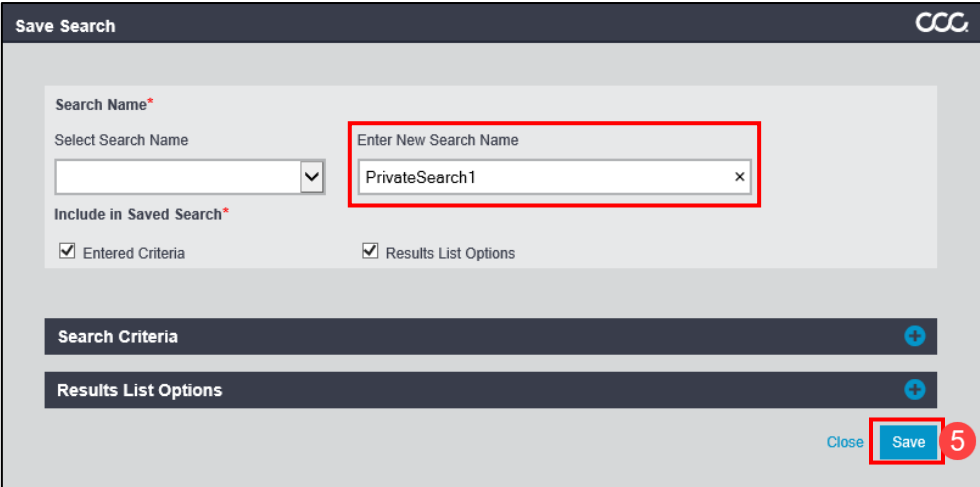
Step	Action
1	Select a private search to edit from the Private Searches section of the Search Criteria page; the private search criteria opens appears.
2	Make the desired changes to the private search criteria. <div data-bbox="850 478 1398 726"> </div>
3	Click Search ; the private search results display. <div data-bbox="552 783 711 846"> </div>
4	Click the Save Search link below the private search results; this opens the Save Search dialog box. <div data-bbox="552 940 1110 1037"> </div>
5	Select the private search name that you want to apply the edits to from the Select Search Name dropdown box. <div data-bbox="602 1121 1365 1457"> </div>
6	Review the Search Criteria and Results List Options (click the plus icon to expand the views).
7	Click Save to apply the changes.
8	Click OK to confirm the modification of the private search. The private search updates and you are returned to the search result page. <div data-bbox="930 1602 1411 1793"> </div>

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Editing a Private Search, Continued

Change a Private Search's Name

Follow the steps in the table below to change the name of a private search:

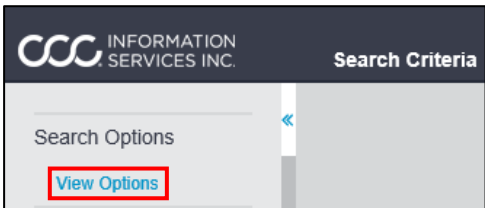
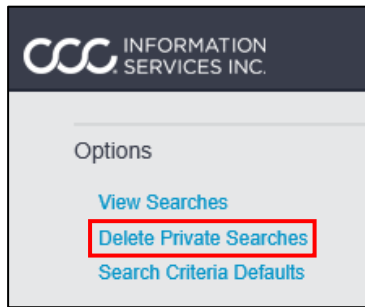
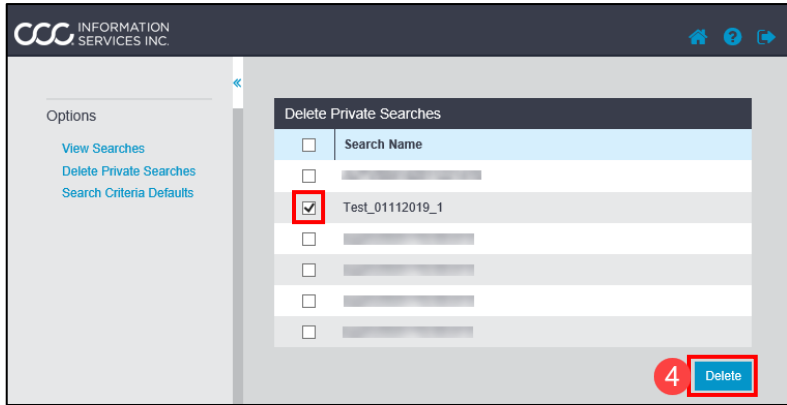
Step	Action
1	Select a private search's name you would like to change from the Private Searches section of the Search Criteria page.
2	Click Search ; the private search results display. 
3	Click the Save Search link below the private search results; this opens the Save Search dialog box. 
4	In the Enter New Search Name field, enter the new name that you want to call the private search. 
5	Click Save to apply the changes. The private search is now added with the new name. Note: The original private search still displays in your private search list. To delete the original private search, follow the steps in the Delete a Private Search section of this job aid.

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Editing a Private Search, Continued

Delete a Private Search

Follow the steps in the table below to delete a private search:

Step	Action
1	Click View Options under the Search Options section on the left side panel of the Search Criteria page; this opens the Options page. 
2	Click Delete Private Searches under the Options section on the left side panel. This opens the delete private searches page. 
3	Select the checkbox(es) for the private search(es) that you would like to delete. 
4	Click Delete .
5	Click Yes to confirm the deletion. You are returned to the Delete Private Searches page and the selected private searches are now removed. 