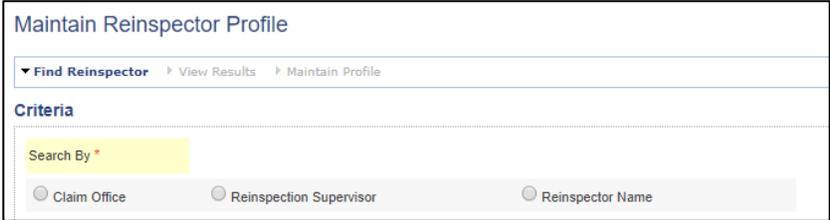
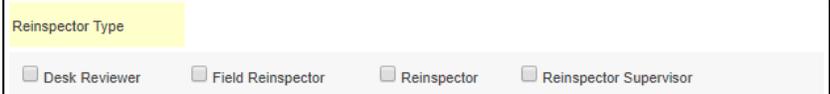
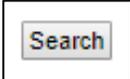


CCC® Workflow – Claims Management – Maintain Reinspector

Overview

In the Reinspector Profile portlet, reinspector profiles can be easily maintained. This document outlines the maintain reinspector functionality within CCC® Workflow – Claims Management.

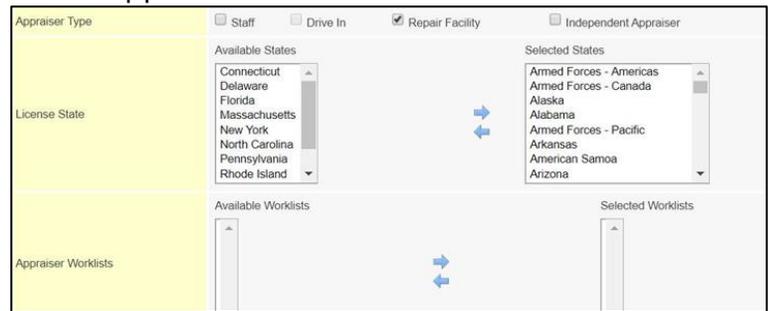
Maintain Reinspector

Step	Action
1	<p>From the CCC Portal, select the Maintain Reinspectors link from the Manage Work section of the left side panel.</p> 
2	<p>Search by Claim Office, Reinspection Supervisor or Reinspector Name.</p> 
3	<p>Select the Reinspector Type.</p> 
4	<p>Enter the rest of the necessary search criteria.</p> <ul style="list-style-type: none"> • For Claim Office, select the Claim Office. • For Reinspection Supervisor, select the Reinspection Supervisor. • For Reinspector Name, enter the Reinspector Name. <p>When finished, click Search.</p> 

Continued on next page

CCC® Workflow – Claims Management – Maintain Reinspector, Continued

Maintain Reinspector,
continued

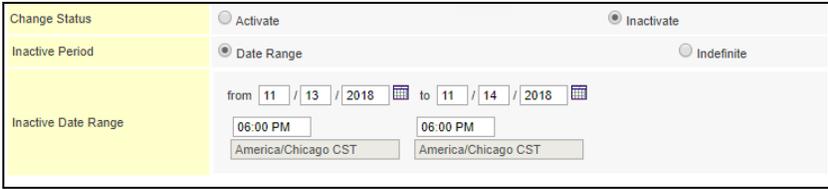
Step	Action
5	 <p>Click maintain profile for the reinspector you want to work with.</p>
6	<p>The Maintain Reinspector Profile portlet appears. The Reinspector name and Claim Office are listed for reference.</p>
7	<p>Select or deselect the Default Recipient checkbox as appropriate. When selected, this checkbox allows the selected reinspector to become the default reinspector for all claims without an assigned reinspector.</p> 
8	<p>To configure the reinspector for territory-based routing, add or remove zip codes from the Coverage field as appropriate. To add a zip code, enter it and click the add button. To remove a zip code that has been added, click remove.</p> 
9	<p>License State: Select the states that this appraiser is licensed to work in.</p> <p>Configure the following fields if this user is going to use Supervisor View to manage shops:</p> <ul style="list-style-type: none"> • Appraiser Type • Appraiser Worklists 

Continued on next page



CCC® Workflow – Claims Management – Maintain Reinspector, Continued

Maintain Reinspector, continued

Step	Action
10	The Current Status is Displayed.
11	<p>The status can be changed to Active or Inactive as needed through this screen.</p> <p>To change the status to inactive for a specified date range:</p> <ol style="list-style-type: none">1. Select Change Status: Inactivate2. Select Inactive Period: Date Range3. Specify the from and to Date and Time range. Note: The time will default to the current time zone based on the user's computer.  <p>To change the status to inactive for an indefinite amount of time:</p> <ol style="list-style-type: none">1. Select Change Status: Inactivate2. Select Inactive Period: Indefinite 
12	When finished editing the Reinspector's profile, click Save .