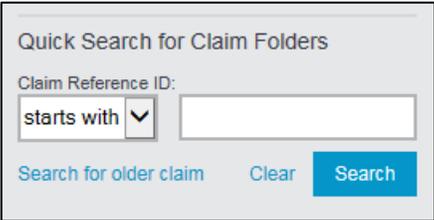
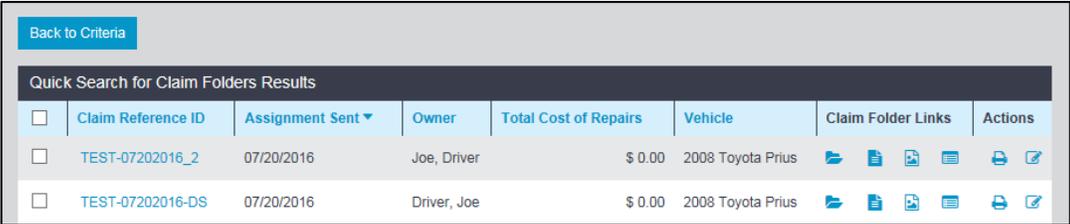
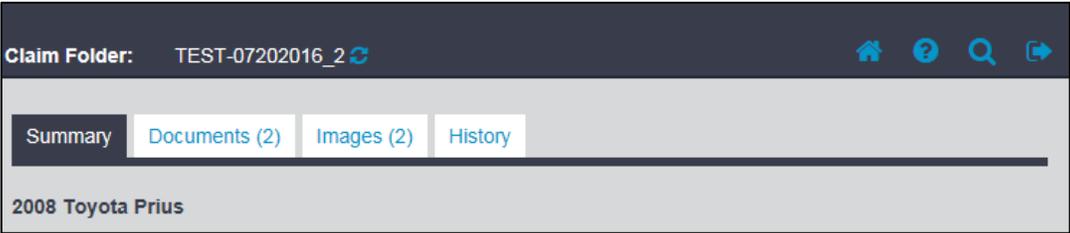


How to Select and Print Images and/or Documents from CCC® Workflow – Claims Management

Introduction This job aid reviews the steps necessary to select and print Images and/or Documents from within the claims folder.

Print Images and Documents Use the following steps to select and print Images or Documents from the Images tab. Likewise, you can perform these steps from the Documents tab and select Images.

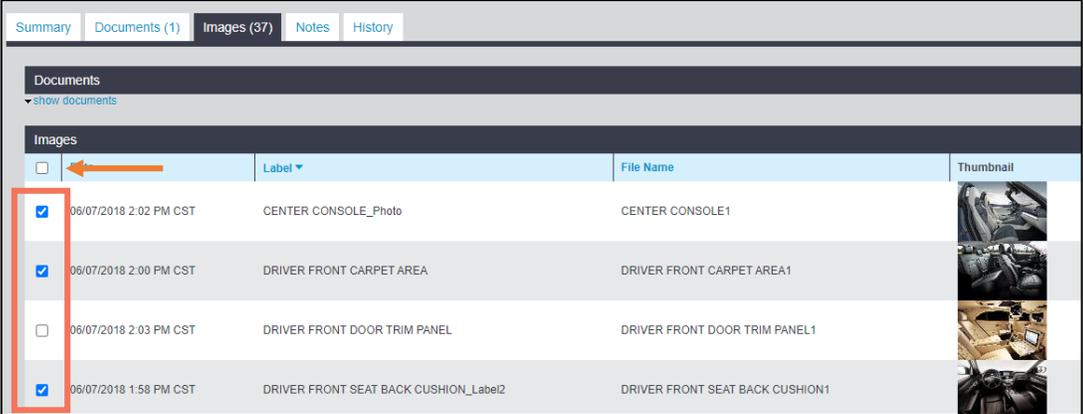
Step	Action
1	<p>From the CCC Portal Home page, type the Claim Number into the Quick Search Claim Reference ID text box and click Search.</p> 
2	<p>To open the claim, click the Claim Reference ID hyperlink from the Quick Search for Claims Folders Results.</p> 
3	<p>The Claim Folder Summary page displays, which gives an overview of associated claim data and attachments. Click the Images tab to view the Images and Documents.</p> 

Continued on next page



How to Select and Print Images and/or Documents from CCC® Workflow – Claims Management, Continued

Print Images and Documents, continued

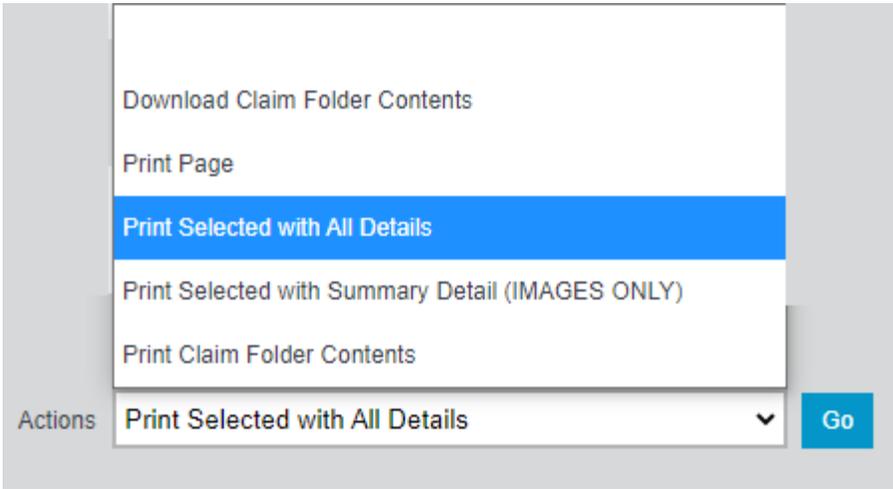
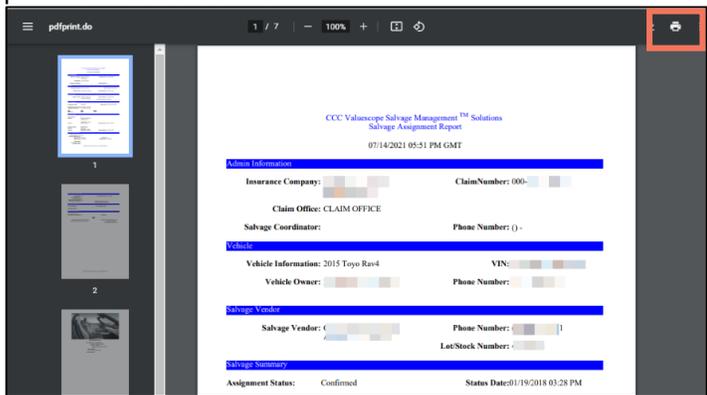
Step	Action																									
4	<p>Select the picture(s) you wish to print by clicking the box beside the picture(s) or select all Images by clicking the first box under the Images section.</p>  <table border="1" data-bbox="282 680 1365 1094"> <thead> <tr> <th><input type="checkbox"/></th> <th></th> <th>Label</th> <th>File Name</th> <th>Thumbnail</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>06/07/2018 2:02 PM CST</td> <td>CENTER CONSOLE_Photo</td> <td>CENTER CONSOLE1</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>06/07/2018 2:00 PM CST</td> <td>DRIVER FRONT CARPET AREA</td> <td>DRIVER FRONT CARPET AREA1</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>06/07/2018 2:03 PM CST</td> <td>DRIVER FRONT DOOR TRIM PANEL</td> <td>DRIVER FRONT DOOR TRIM PANEL1</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>06/07/2018 1:58 PM CST</td> <td>DRIVER FRONT SEAT BACK CUSHION_Label2</td> <td>DRIVER FRONT SEAT BACK CUSHION1</td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>		Label	File Name	Thumbnail	<input checked="" type="checkbox"/>	06/07/2018 2:02 PM CST	CENTER CONSOLE_Photo	CENTER CONSOLE1		<input checked="" type="checkbox"/>	06/07/2018 2:00 PM CST	DRIVER FRONT CARPET AREA	DRIVER FRONT CARPET AREA1		<input type="checkbox"/>	06/07/2018 2:03 PM CST	DRIVER FRONT DOOR TRIM PANEL	DRIVER FRONT DOOR TRIM PANEL1		<input checked="" type="checkbox"/>	06/07/2018 1:58 PM CST	DRIVER FRONT SEAT BACK CUSHION_Label2	DRIVER FRONT SEAT BACK CUSHION1	
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<input checked="" type="checkbox"/>	06/07/2018 1:58 PM CST	DRIVER FRONT SEAT BACK CUSHION_Label2	DRIVER FRONT SEAT BACK CUSHION1																							
5	<p>(Optional) To add Documents, click the show documents hyperlink to display the available documents. Click the box beside the document(s) you wish to select, or you may click the first box under the Documents section to select all.</p>  <table border="1" data-bbox="282 1255 1365 1459"> <thead> <tr> <th><input type="checkbox"/></th> <th></th> <th>Document</th> <th>Amount</th> <th>Est/Supp</th> <th>Submitted By</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>01/19/2018 9:28 AM CST</td> <td>SalvageAssignment</td> <td>\$0.00</td> <td></td> <td></td> <td>Confirmed</td> </tr> </tbody> </table>	<input type="checkbox"/>		Document	Amount	Est/Supp	Submitted By	Status	<input checked="" type="checkbox"/>	01/19/2018 9:28 AM CST	SalvageAssignment	\$0.00			Confirmed											
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How to Select and Print Images and/or Documents from CCC® Workflow – Claims Management, Continued

Print Images and Documents,
continued

Step	Action
6	<p>Scroll to the bottom of the page and click the Actions drop-down box. Select Print Selected with all Details and click Go.</p>  <p>The screenshot shows a white drop-down menu with a blue highlight on the option 'Print Selected with All Details'. Below the menu is a grey bar with the text 'Actions' and a dropdown arrow, and a blue 'Go' button to the right.</p>
7	<p>The selected images and documents display in PDF format. Click the Print icon to print all selected items.</p>  <p>The screenshot shows a PDF document viewer with a sidebar on the left containing three document thumbnails. The main area displays a 'Salvage Assignment Report' with sections for Admin Information, Vehicle, Salvage Vendor, and Salvage Summary. A red box highlights the print icon in the top right corner of the viewer.</p>

