



## CCC® Workflow Claims Management – Search for Appraiser

### Overview

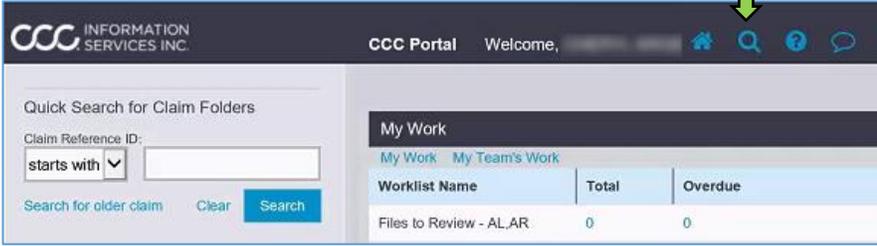
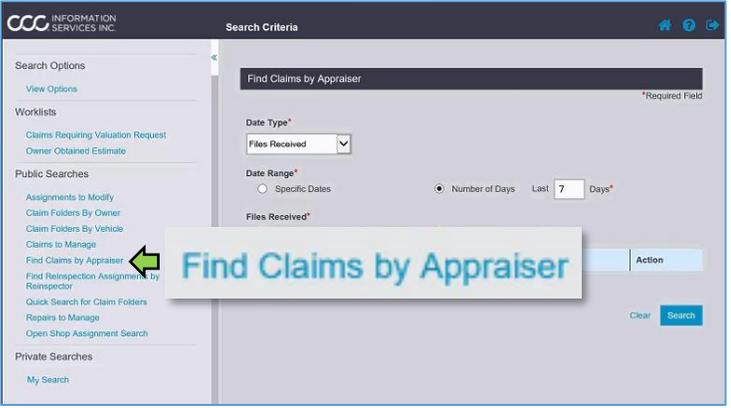
This job aid explains:

- How to use the Search for Appraiser field in CCC® Workflow Claims Management.
- How to add Search Results Columns.
- How to create a Private Search in the CCC Portal.

**Note:** This functionality is used on the Assignment Entry screen when you first assign a claim to an appraiser, and when you reassign a claim.

### Search for Appraiser

In this example, we use the **Find Claims by Appraiser** search. A Private Search can be created for any of the Searches available in the CCC Portal.

Step	Action
1	<p>From the CCC Portal Home Page, click the <b>Search</b>  icon, which is located on the upper right area of the page.</p> 
2	<p>Next, select the <b>Find Claims by Appraiser</b> link.</p> 

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## CCC® Workflow Claims Management – Search for Appraiser, Continued

### Search Criteria

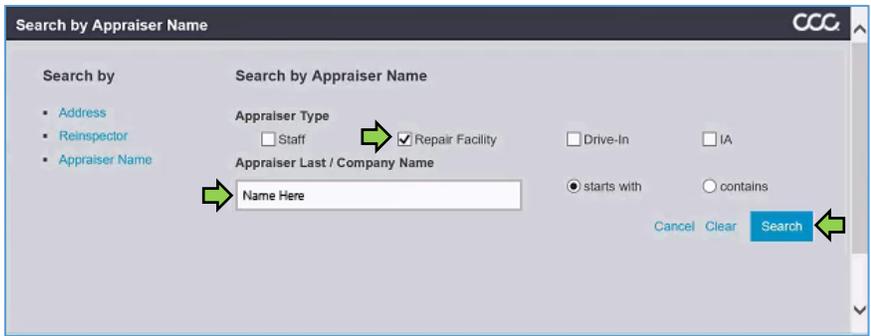
Step	Action
1	Use the dropdown arrow to select a Date Type. <b>Note:</b> Select <b>Files Received</b> as the Date Type.
2	Use the radio button to select a <b>Date Range</b> . <b>Note:</b> Select Number of Days as the Date Type.
3	Use the radio button to select the <b>Files Received</b> type. <b>Note:</b> Select <b>All</b> .
4	Click the  icon to add Appraisers.

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## CCC® Workflow Claims Management – Search for Appraiser, Continued

**Search  
Criteria**  
continued

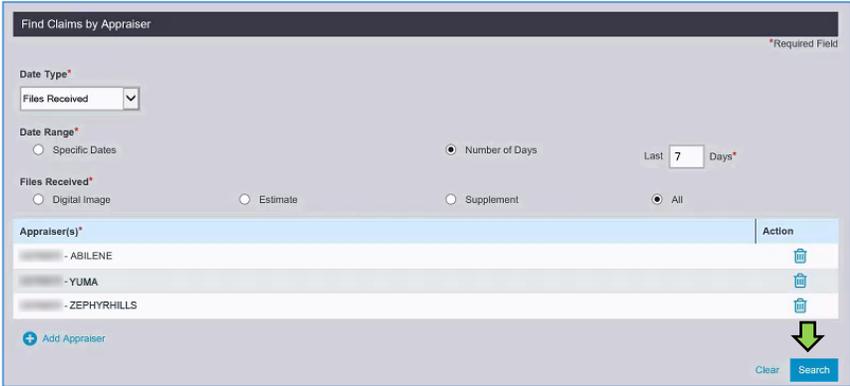
Step	Action												
5	<p>Check <b>Repair Facility</b> as the Appraiser Type. Enter a company name or an Appraiser's last name and click the <b>Search</b> button.</p> 												
6	<p>Use the check boxes to select the <b>Repair Facilities</b> as needed and click the <b>Select</b> button.</p>  <table border="1"><thead><tr><th>Appraiser</th><th>Appraiser Type</th><th>Location</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Repair Facility</td><td>ABILENE, Texas 79605</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Repair Facility</td><td>YUMA, Arizona 85365</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Repair Facility</td><td>ZEPHYRHILLS, Florida 33539</td></tr></tbody></table> <p><b>Note:</b> You can use the top checkbox <input checked="" type="checkbox"/> <b>Appraiser</b> to select all the Repair Facilities in the list at one time.</p>	Appraiser	Appraiser Type	Location	<input checked="" type="checkbox"/>	Repair Facility	ABILENE, Texas 79605	<input checked="" type="checkbox"/>	Repair Facility	YUMA, Arizona 85365	<input checked="" type="checkbox"/>	Repair Facility	ZEPHYRHILLS, Florida 33539
Appraiser	Appraiser Type	Location											
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## CCC® Workflow Claims Management – Search for Appraiser, Continued

**Search  
Criteria**  
continued

Step	Action
7	<p>Once the search parameters are set, click the <b>Search</b>  button.</p> 
8	<p>The search results display:</p>  <p><b>Note:</b> You can add additional Options columns by clicking the <b>Results List Options</b> link at the bottom of the page.</p>

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## CCC® Workflow Claims Management – Search for Appraiser, Continued

### Add Search Results Columns

The **Results List Options** link opens the Results List Options window:

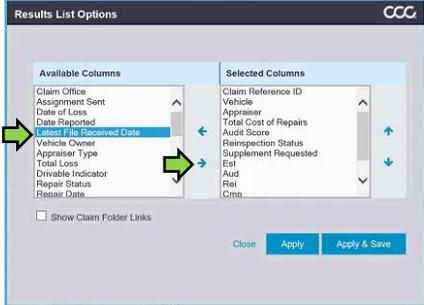


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## CCC® Workflow Claims Management – Search for Appraiser, Continued

### Add Search Results Columns continued

Step	Action	
1	<p>To add a column, select an option from the <b>Available Columns</b> list on the left side of the window, and then click on the right-facing arrow to move it to the <b>Selected Columns</b> list. In this example, we've chosen <b>Latest File Received Date</b>.</p>	
2	<p>The new option appears as the last in the list. While selected, use the up-arrow to move its position to below the first option at the top of the list.</p> <p>The list order designates where the columns will appear.</p> <p>The option at the top of the list displays as the first column from the left. Move the selected option below it and the option will display as the second column from the left.</p> <p>To finish, click on the <b>Apply &amp; Save</b> button.</p>	

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## CCC® Workflow Claims Management – Search for Appraiser, Continued

**Add Search Results Columns** continued

Step	Action
3	<p>You can now sort your results by the <b>Latest File Received Date</b>, which appears as the second column from the left.</p>  <p><b>Note:</b> The Reinspection Status column <b>Reinspection Status</b> indicates the <b>current status of the claim</b> within the reinspection process (for example, Assigned or Completed). If the Supplement Requested column <b>Supplement Requested</b> is checked, this indicates that <b>a supplement has been requested</b> for this claim.</p>



## CCC® Workflow Claims Management – Search for Appraiser, Continued

### Save a Private Search

1 To save this as a **Private Search**, click on the **Save Search** link at the bottom of the page:

Showing 36 of 36 Results  
[Results List Options](#) | [Save Search](#) ←

Search Results

[Back to Criteria](#)

Find Claims by Appraiser Results

<input type="checkbox"/>	Claim Reference ID	Latest File Received Date **	Vehicle	Appraiser	Total Cost of Repairs	Audit Score	Reinspection Status	Supplement Requested	Est	Aud	Rel	Cmp	Data	Img	Actions
<input type="checkbox"/>			2016 G: 2016 Cadillac Escalade Escalade Luxury Collectr Collector 4WD		\$ 1,205.64	160	Assigned	✓	✓	Existing		✓	✓		
<input type="checkbox"/>			2014 F: 2014 Ford Focus SE		\$ 4,784.18	908	Complete	✓	✓	Existing		✓	✓		
<input type="checkbox"/>			2019 H: 2019 Honda Pilot EX-L A/EX-L AWD w/Navig w/Navigation/Rear		\$ 4,733.55	470	Complete	✓	✓	Existing		✓	✓		

Showing 36 of 36 Results  
[Results List Options](#) | [Save Search](#) ←

Actions:

The Save Search window will display:

Save Search

Search Name\*

Select Search Name  Enter New Search Name

Include in Saved Search\*

Entered Criteria  Results List Options

Search Criteria

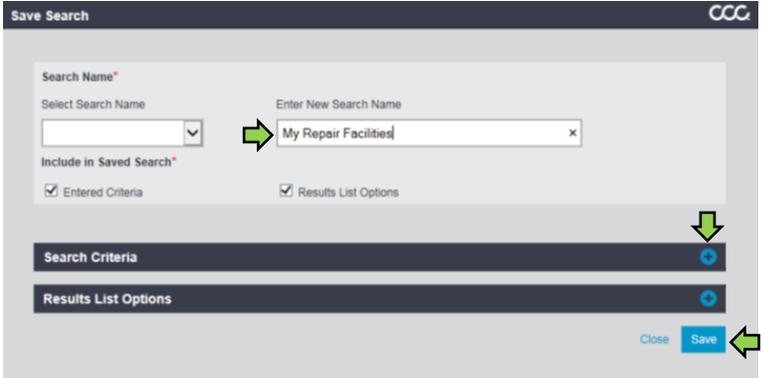
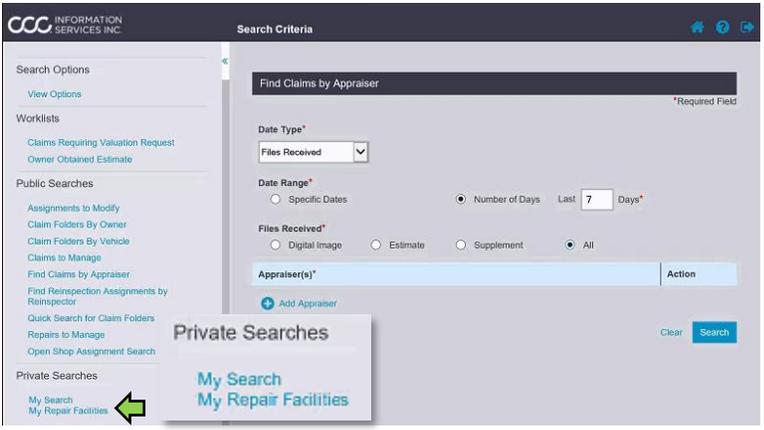
Results List Options

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## CCC® Workflow Claims Management – Search for Appraiser, Continued

### Save a Private Search, continued

Step	Action
2	<p>On the <b>Save Search</b> window, enter a <b>Name</b> for the Private Search into the text box. Then click the <b>Save</b> button to save your search.</p>  <p><b>Note:</b> The  icon can be used to expand the Search Criteria or Results List Options to review.</p>
3	<p>The search is now listed under the Private Searches.</p> 

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## CCC® Workflow Claims Management – Search for Appraiser, Continued

### Run a Private Search

Step	Action
1	<p>To run a private search, click the link for the search you wish to run. The Search parameters display as they were set when the search was saved.</p> <div data-bbox="558 743 1386 1121"></div>

To change the search parameters as needed, adjust the:

- File Type
- Date Range
- Files Received (if that is the file type selected)
- Appraisers

Click the **Search** [Search](#) button to run the search.

**Note:** To save changes to your Private Search, you will need to click the **Save Search** link on the **Results Options** page.

You can save the changes as a new private search or update an existing private search.