Update USAA® Part Code Tables

Overview

Introduction   There are occasions when it is necessary make changes to your Claim Office Profile Part Code Table in CCC ONE® Estimating or Repair Workflow. The steps are the same for both.

In this case, we need to make changes to your USAA® Claim Office Profiles. In this document, we will show you how to add the required new Part Codes to a USAA Claim Office Profile.

Then we will show you how to copy the updated Part Code Table to your other USAA Claim Office Profiles.

Contents

Job Aid: Add New USAA® Part Codes

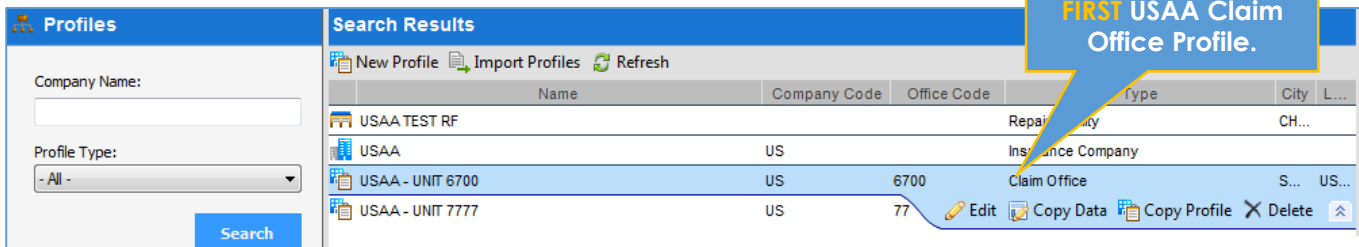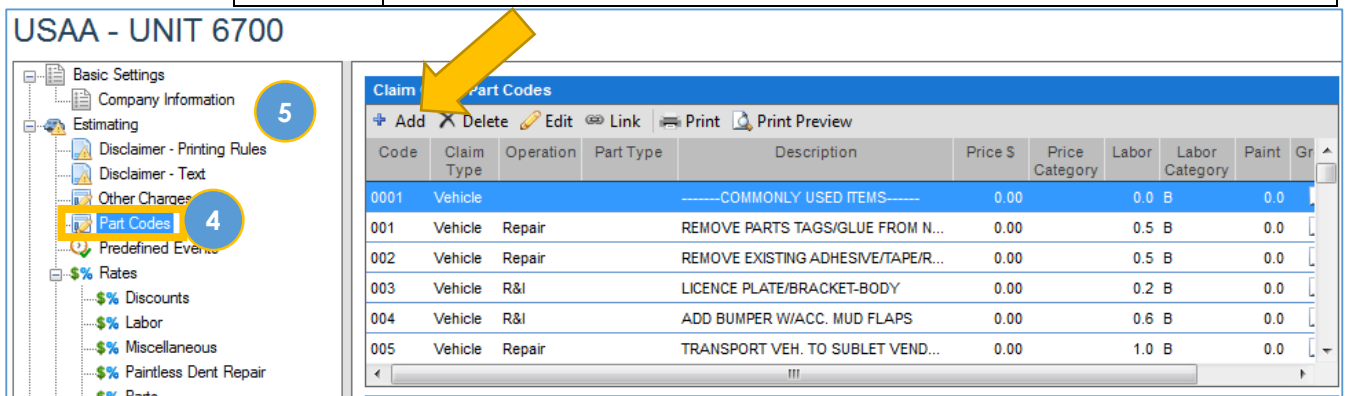| Introduction	There are occasions when it is necessary make changes to your Claim Office Profile Part Code Table in CCC ONE® Estimating or Repair Workflow. The steps are the same for both.
	In this case, we need to add three new Part codes to your USAA® Claim Office Profiles. We need to add: ==RADIO, STERE and NAVIG.== This job aid demonstrates how to add new Part Codes to your Part Code Table. We begin with RADIO.

Add the OEM Radio "RADIO" Part Code	The ==RADIO Part Code== must be added to your USAA Profiles. Use the following steps to a new Part Code to the Part Code Tables.

Step	Action
1	Go to **Configure** and select **Profiles**.
2	Open the desired **Profile**.
3	Double click on the Profile to open it.

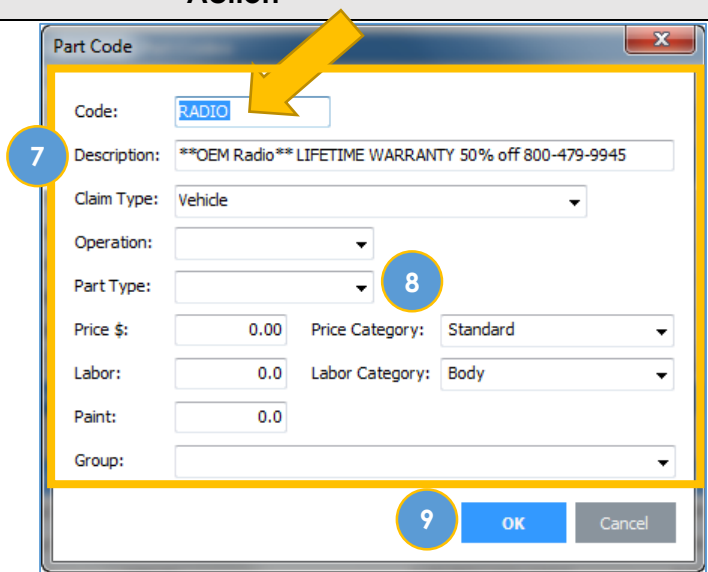> We recommend continuing with the ==FIRST== USAA Claim Office Profile.

Profiles

Company Name:

Profile Type:
- All -

Search

Search Results

New Profile Import Profiles Refresh

Name	Company Code	Office Code	Type	City	L...
USAA TEST RF			Repair...ity	CH...	
USAA	US		Ins...nce Company		
USAA - UNIT 6700	US	6700	Claim Office	S...	US...
USAA - UNIT 7777	US	77	Edit Copy Data Copy Profile Delete		

4	Click once on the **Part Codes** section.
5	Click **Add** on the Part Code panel.

USAA - UNIT 6700

- Basic Settings
  - Company Information
- Estimating
  - Disclaimer - Printing Rules
  - Disclaimer - Text
  - Other Charges
  - **Part Codes** (4)
  - Predefined Events
- Rates
  - Discounts
  - Labor
  - Miscellaneous
  - Paintless Dent Repair
  - Parts

Claim ... **Part Codes**

(5) Add Delete Edit Link Print Print Preview

Code	Claim Type	Operation	Part Type	Description	Price $	Price Category	Labor	Labor Category	Paint	Gr
0001	Vehicle			-------COMMONLY USED ITEMS------	0.00		0.0	B	0.0	
001	Vehicle	Repair		REMOVE PARTS TAGS/GLUE FROM N...	0.00		0.5	B	0.0	
002	Vehicle	Repair		REMOVE EXISTING ADHESIVE/TAPE/R...	0.00		0.5	B	0.0	
003	Vehicle	R&I		LICENCE PLATE/BRACKET-BODY	0.00		0.2	B	0.0	
004	Vehicle	R&I		ADD BUMPER W/ACC. MUD FLAPS	0.00		0.6	B	0.0	
005	Vehicle	Repair		TRANSPORT VEH. TO SUBLET VEND...	0.00		1.0	B	0.0	

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Add the OEM Radio "RADIO" Part Code, continued

Step	Action
6	Enter the **Part Code** as **RADIO**. Part Code Code: RADIO Description: **OEM Radio** LIFETIME WARRANTY 50% off 800-479-9945 Claim Type: Vehicle Operation: Part Type: Price $: 0.00 Price Category: Standard Labor: 0.0 Labor Category: Body Paint: 0.0 Group: OK Cancel
7	Enter the **Description as **OEM Radio**LIFETIME WARRANTY 50% OFF 800-479-9945**
8	Leave the remaining fields defaulted as shown here.
9	Click **OK** to save your new Part Code.

The new Part Code should display in the list as shown here. <mark>*DO NOT Save and Close the Profile yet*</mark> *as we have two more Part Codes to add.*

Code	Claim Type	Operation	Part Type	Description	Price $	Price Category	Labor	Labor Category	Paint	Gr
S07	Vehicle	Sublet		Back glass	0.00		0.0		0.0	
S08	Vehicle			Rope glass	0.00		0.0	B	0.0	
S09	Vehicle	Replace	Aftermarket	Urethane kit	0.00		0.0	B	0.0	
PDR	Vehicle	Repair		Paintless dent repair	0.00		0.0	B	0.0	
RADIO	Vehicle			**OEM Radio** LIFETIME WARRANTY ...	0.00		0.0	B	0.0	

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Job Aid: Add New USAA® Part Codes, Continued
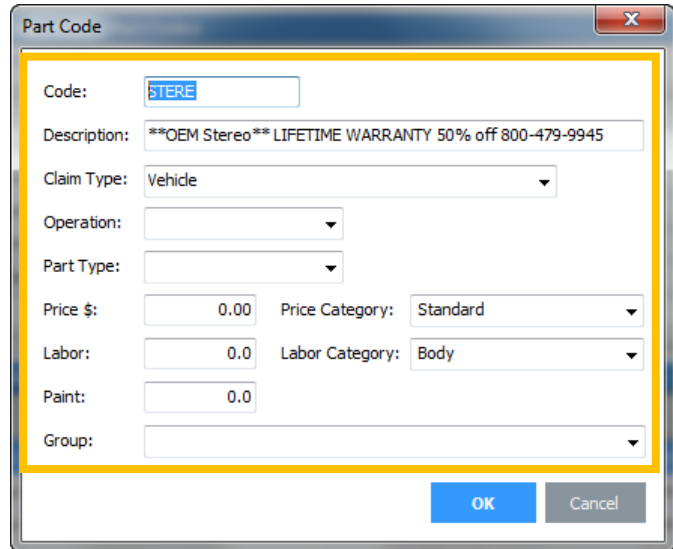
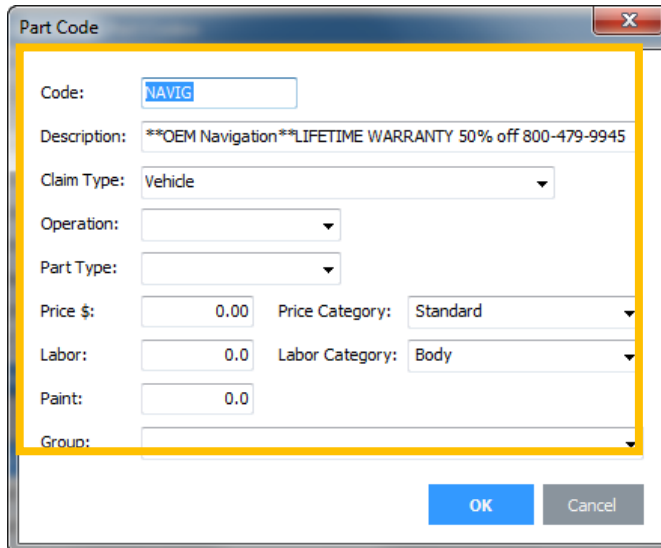|	
Add the OEM Stereo "STR" Part Code	The next Part Code we need to add is <mark>STERE</mark>. To do this, **repeat steps 5-9** as shown above. Enter ****OEM Stereo** LIFETIME WARRANTY 50% OFF 800-479-9945** Leave the remaining fields defaulted to what is displayed here. This time, use the following information in the Add Part Code window. When finished, click **OK**. Your Part Code is added to the Part Code Table.

Part Code

Code:	STERE
Description:	**OEM Stereo** LIFETIME WARRANTY 50% off 800-479-9945
Claim Type:	Vehicle
Operation:	
Part Type:	
Price $:	0.00 Price Category: Standard
Labor:	0.0 Labor Category: Body
Paint:	0.0
Group:	

OK   Cancel

Code	Claim Type	Operation	Part Type	Description	Price $	Price Category	Labor	Labor Category	Paint	Gr
S09	Vehicle	Replace	Aftermarket	Urethane kit	0.00		0.0	B	0.0	
PDR	Vehicle	Repair		Paintless dent repair	0.00		0.0	B	0.0	
RADIO	Vehicle			**OEM Radio** LIFETIME WARRANTY ...	0.00		0.0	B	0.0	
STERE	Vehicle			**OEM Stereo** LIFETIME WARRANTY...	0.00		0.0	B	0.0	

Add the OEM Navigation "NAVIG" Part Code	**Part Code** Code: NAVIG Description: **OEM Navigation**LIFETIME WARRANTY 50% off 800-479-9945 Claim Type: Vehicle Operation: Part Type: Price $: 0.00 Price Category: Standard Labor: 0.0 Labor Category: Body Paint: 0.0 Group: OK Cancel	The next Part Code we need to add is **NAVIG**. To do this, **repeat steps 5-9** as shown above. Enter ****OEM Navigation** LIFETIME WARRANTY 50% OFF 800-479-9945** Leave the remaining fields defaulted to what is displayed here. This time, use the following information in the Add Part Code window. When finished, click **OK**.

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**Add the OEM Navigation "NAVIG" Part Code**, continued

Your Part Code is added to the Part Code Table.

Code	Claim Type	Operation	Part Type	Description	Price $	Price Category	Labor	Labor Category	Paint	Gr
S09	Vehicle	Replace	Aftermarket	Urethane kit	0.00		0.0	B	0.0	
PDR	Vehicle	Repair		Paintless dent repair	0.00		0.0	B	0.0	
RADIO	Vehicle			**OEM Radio** LIFETIME WARRANTY ...	0.00		0.0	B	0.0	
STERE	Vehicle			**OEM Stereo** LIFETIME WARRANTY...	0.00		0.0	B	0.0	
NAVIG	Vehicle			**OEM Navigation**LIFETIME WARRAN...	0.00		0.0	B	0.0	

Save the Profile

The last step is to click **Save and Close** to save your changes to this USAA Claim Office Profile.

The next job aid explains how to copy our updated Part Code Table to the remaining Claim Office Profiles.
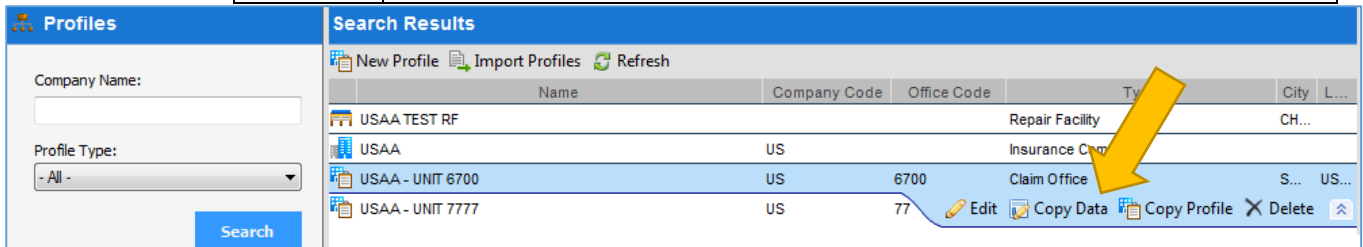
Profile Settings

File   Help

Save   Save and Close

USAA UNIT 7777
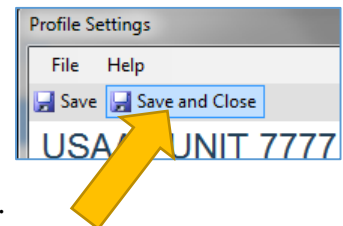
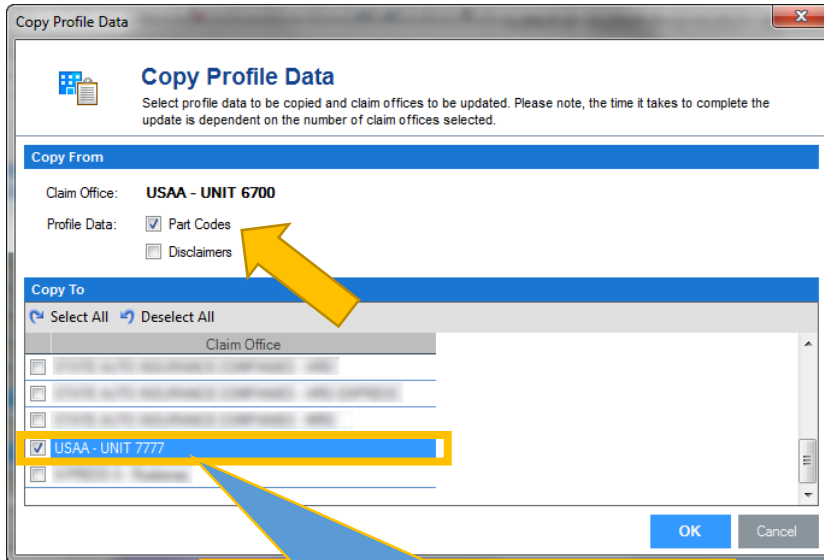# Job Aid: Copy Part Code Changes to USAA® Profiles

Procedure The last step in the process is to copy your completed USAA® Claim Office Profile Part Code Table to the remaining Claim Office Profiles using the following steps.

Step	Action
1	Highlight the Claim Office Profile you just changed in the previous section.
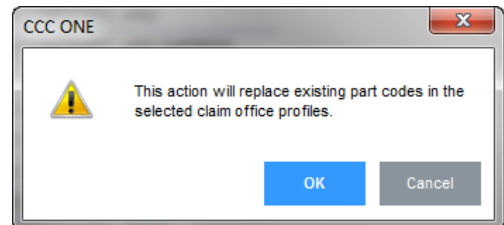
Step	Action
2	Click on **Copy Data**.

Careful MSO Users! **Selecting Profiles in multiple Locations *will override* all Part Code rates such as 2 and 4 Wheel Alignment. ONLY select Profiles for a single Location.**

Step	Action
3	Place a **check** in the Part Codes checkbox to **ONLY** copy your Part Code change.
4	Select all of the remaining USAA Claim Office Profiles for your Location.
5	Click **OK**.
6	You will be prompted to make sure you want to take this action. Click **OK**.

This action will replace existing part codes in the selected claim office profiles.

You will be returned to the Profiles Screen. All selected Profiles are now updated.