

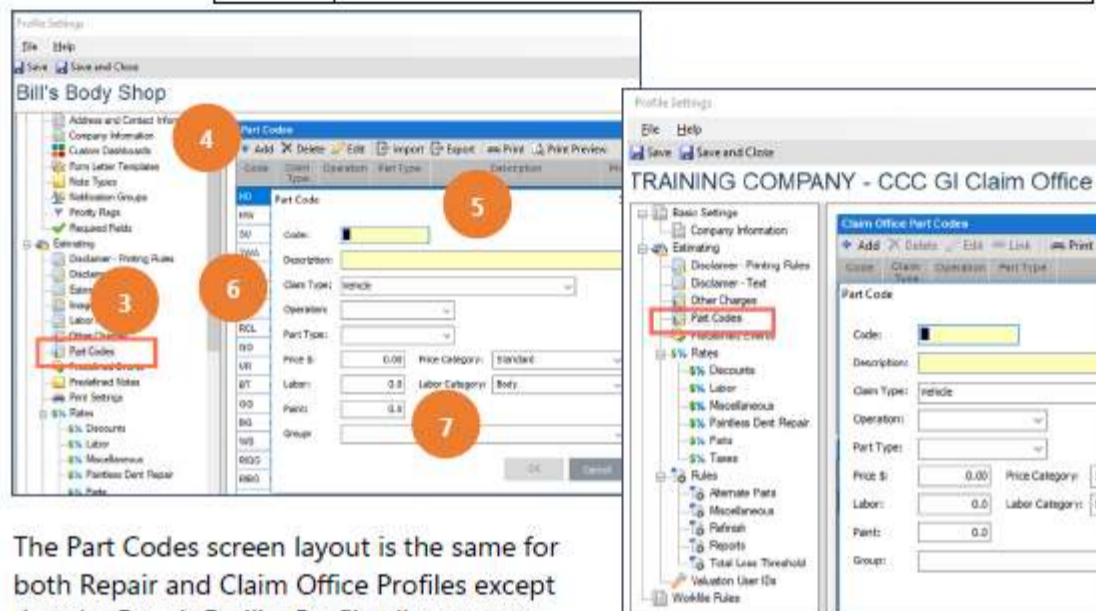


How to Add Part Code Tables

Introduction CCC® Estimating and Repair Workflow allows you to add commonly used manual line entries by creating a Part Code Table. Part Codes are defined in the Repair Facility Profile and often, in the insurance Claim Office Profile. You can add, edit, or delete part codes entries. A part code can be associated with one or more claim types. One, or more, part codes in your repair facility profile can be linked to part codes in other profiles. This job aid shows you how to add part codes to a Part Code Table.

Add Part Code Use the steps shown below to add a Part Code to either a Repair Facility or Claim Office Profile:

Step	Action
1	Select Configure , then choose Profiles from the menu bar.
2	Select the desired Profile , and then click Edit from the mini-toolbar.
3	Click on the Part Codes link.



The Part Codes screen layout is the same for both Repair and Claim Office Profiles except that the Repair Facility Profile allows you to import and export profiles.

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How to Add Part Code Tables, Continued

Add Part Code
Add Part Code, continued

Step	Action
4	Click Add on the Part Codes toolbar. The Part Codes screen opens.
5	Make your selections and enter information in the required fields for Code and Description .
6	Go to the Claim Type droplist, and then select one or more Claim Types to be associated with the Part Code you are adding. Vehicle Claim Type is the default choice.
7	Enter or select options in the remaining fields to complete the entry.
8	Click OK .
9	Click Save or Save and Close .

Repeat this process as needed. **Note:** You can copy Part Code Tables to other Profiles as needed using the Copy Profile Data process.

Part Code Screen Fields Here are the Part Code screen field definitions.

Field Label	Description
Add	Select this option to add a part code entry.
Delete	This option deletes the selected part code entry.
Edit	Use this option to open the selected part code entry for editing.
Link	Select this option to link two part code entries.
Print	Select this option to print the list of part codes.
Print Preview	Select this option to view the list of part codes on your screen.
Code	This is the unique code you assign to the part. You must fill this field first. Enter the code of your choice. To change the code, highlight it, and enter the revised code.
Claim Type	This is a droplist that allows you to select one or more claim types associated with the part code entry.
Operation	This is a droplist that allows you to select the operation type you want to assign to this part. Select an operation type from the droplist. You cannot enter an operation type that does not appear on the list.
Part Type	This droplist allows you to select the type of part that will be added to the estimate line.
Description	This is the description that will be used on the estimate line.
Price \$	This field is the price of the part that will be used on the estimate. You have access to this field if the Operation is Replace, Section, None, or Sublet. Enter the price of the part as you want it to appear on the estimate. To change the price, highlight it, and enter the revised information.
Price Category	This is a droplist that allows you to select the charge category for the part. You have access to this field if the Operation is Replace, Section, None, or Sublet. Select a valid category from the droplist. Valid values are Standard, Miscellaneous Taxed, or Miscellaneous Untaxed.
Labor	This field is the number of Non-refinish Labor hours for the part and its operation. You have access to this field if the Operation is Replace, R&I, Section, or None. Enter the number of hours you want to appear on the estimate.
Labor Category	This is a droplist that allows you to select the labor category for this part and its operation. You must select a predefined Labor Category from the droplist.
Paint	This field is the Refinish Labor hours as you want them to appear on the estimate. You have access to this field if the Operation is Replace, Section, None, Refinish, or Repair. Enter the number of hours you want to appear on the estimate.
Group	This is a droplist that allows you to select the part group from the Group droplist.

State Farm Mutual Insurance
Select Service Standardized Part Code Table Entries

Code	Claim		Part Type	Description	Price		Labor		Paint Group
	Type	Oper			Price \$	Category	Labor	Category	
a1	Vehicle			***** ADD-ONS *****					
a2	Vehicle	Sublet		Hazardous waste removal	0	T	0	B	0
a3	Vehicle	Replace		Cover Car	0	T	0	B	0
a4	Vehicle	Replace		Corrosion protection	0	T	0	B	0
a5	Vehicle	Replace		Flex additive	0	T	0	B	0
b1	Vehicle			.					
b2	Vehicle			***** FRAME *****					
b3	Vehicle	Repair		Setup & measure	0		0	B	0
b4	Vehicle	Repair		Pull Frame	0		0	B	0
b5	Vehicle	Repair		Unibody structural repair	0		0	F	0
b6	Vehicle	Repair		Damage from unibody clamps	0		0	B	0
b7	Vehicle	Repair		Rough pull	0		0	F	0
c1	Vehicle			.					
c2	Vehicle			***** SUBLETS *****					
c3	Vehicle	Sublet		Two wheel alignment	0	T	0	B	0
c4	Vehicle	Sublet		Four wheel alignment	0	T	0	B	0
c5	Vehicle	Sublet		Tire mount & wheel balance	0	T	0	B	0
d1	Vehicle			.					
d2	Vehicle			***** FLUIDS *****					
d3	Vehicle	Replace		Coolant	0	T	0	B	0
d4	Vehicle	Replace		Coolant (Extended life/OEM)	0	T	0	B	0
e1	Vehicle			.					
e2	Vehicle			***** STRIPE-DECALS *****					
e3	Vehicle	Sublet		Stripe - painted	0	T	0		0
e4	Vehicle	Replace		Stripe - tape	0	T	0	B	0
f1	Vehicle			.					
f2	Vehicle			***** ADHESIVES *****					
f3	Vehicle	Replace		Adhesive remover	0	T	0	B	0
f4	Vehicle	Replace		Panel bond adhesive	0	T	0	B	0
f5	Vehicle	Replace		Seam sealer/caulking	0		0	B	0
g1	Vehicle			.					
g2	Vehicle			***** AIR CONDITIONER *****					
g3	Vehicle	Replace		Refrigerant R-134a	0	T	0	B	0
h1	Vehicle			.					
h2	Vehicle			** REFINISH OPS & COATINGS **					
h3	Vehicle	Replace		Cavity wax	0	T	0	B	0
h4	Vehicle	Replace		Weld-through primer	0	T	0	B	0
h5	Vehicle	Replace		Rustproofing	0	T	0	B	0
h6	Vehicle	Replace		Undercoating	0	T	0	B	0
j1	Vehicle			.					
j2	Vehicle			***** ELECTRICAL *****					
j4	Vehicle			Clear codes	0		0	B	0
j5	Vehicle			D&R SRS components	0		0	B	0
j6	Vehicle			Disarm airbags	0		0	B	0
j7	Vehicle			Disconnect battery cable	0		0	B	0

State Farm Mutual Insurance
 Select Service Standardized Part Code Table Entries

Code	Claim		Part		Price		Labor		Paint Group
	Type	Oper	Type	Description	Price \$	Category	Labor	Category	
k1	Vehicle			.					
k2	Vehicle			***** PARTS *****					
k3	Vehicle	Replace		Sound deadener pads	0	T	0	B	0
k4	Vehicle	Replace		Valve stem	0	T	0	B	0
m1	Vehicle			.					
m2	Vehicle			***** GLASS *****					
m3	Vehicle	Sublet		Windshield	0	T	0		0
m4	Vehicle			Rope glass	0		0	B	0
m5	Vehicle	Replace		Urethane kit	0	T	0	B	0