



## Estimate Review for Staff Written Estimates Scenario 4: Create Estimate Review Report (Library Copy)

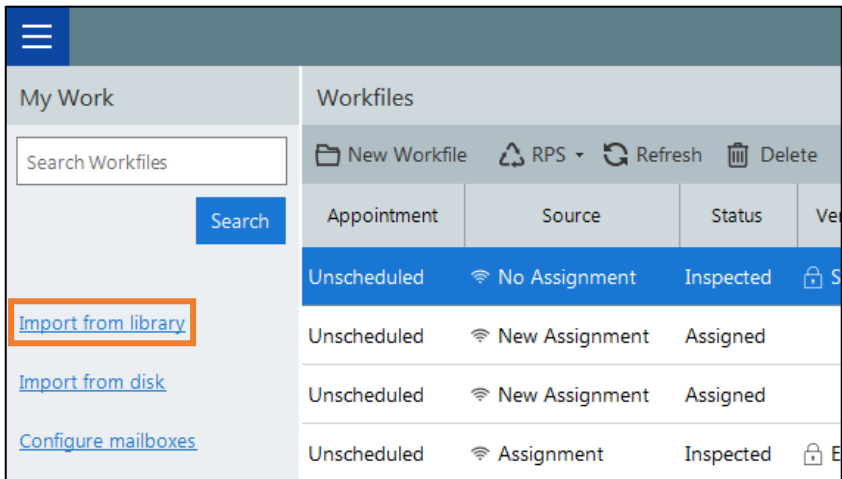
### Overview

Unlike RF Reviews, a reviewer does not request changes to the Workfile. Instead, you can create a Supplement for the Workfile and/or write the Estimate Review Report.

This job aid details how a Staff Appraiser creates an Estimate Review Report from a Library Copy of a Workfile in CCC ONE® Insurance Estimating on a Staff-written Estimate. For more information on how to create an Estimate Review on an RF-written estimate, please consult the appropriate job aid.

### Create Estimate Review (Library Copy)

First, you must request a Library Copy of the Workfile.

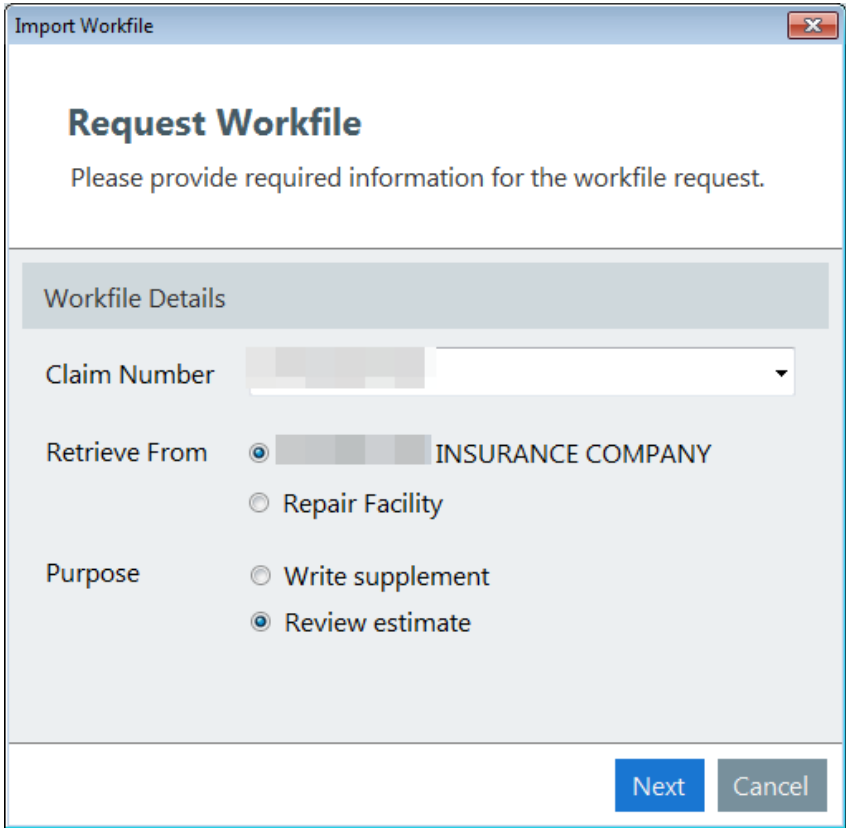
Step	Action
1	<p>Click <b>Import from library</b> in CCC ONE's left side panel.</p>  <p>The Import Workfile popup opens.</p>

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## Estimate Review for Staff Written Estimates Scenario 4: Create Estimate Review Report (Library Copy), Continued

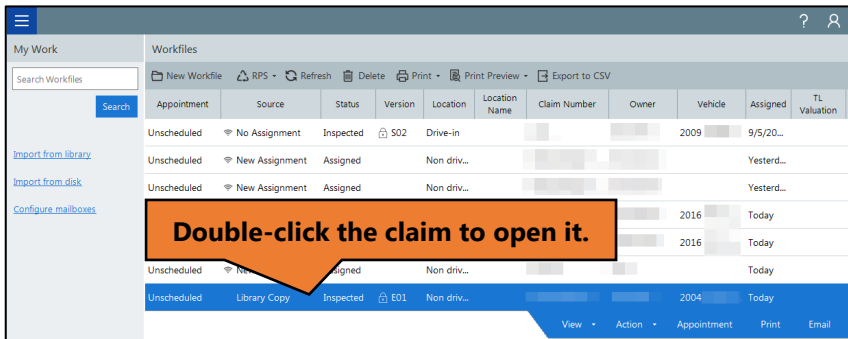
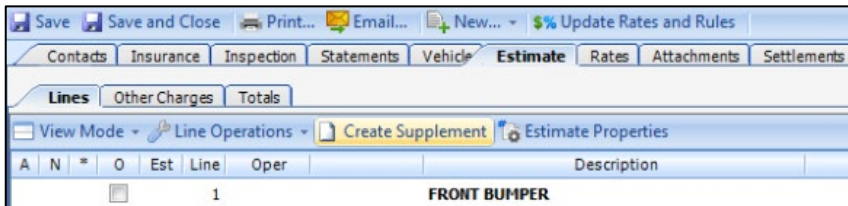
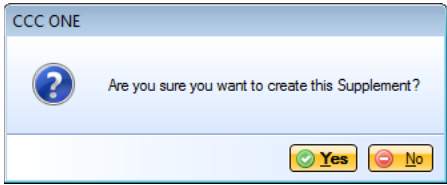
Create  
Estimate  
Review  
(Library  
Copy),  
continued

Step	Action
2	<p>Enter the <b>Claim Number</b>, select the <b>Insurance Company</b> radio button in the Retrieve From field, and select the <b>Review estimate</b> radio button in the Purpose field.</p>  <p><b>Note:</b> Selecting Review estimate requests a Library Copy of the Workfile.</p>
3	<p>Click the <b>Next</b> button. A confirmation message appears in the Import Workfile popup: "Request for workfile has been submitted. A notification will be generated when the workfile is received in the inbox."</p>

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## Estimate Review for Staff Written Estimates Scenario 4: Create Estimate Review Report (Library Copy), Continued

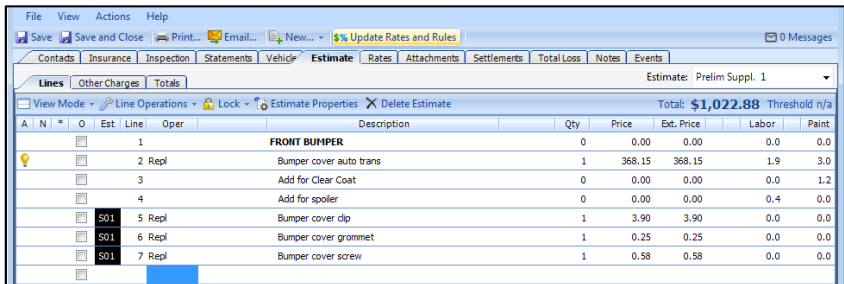
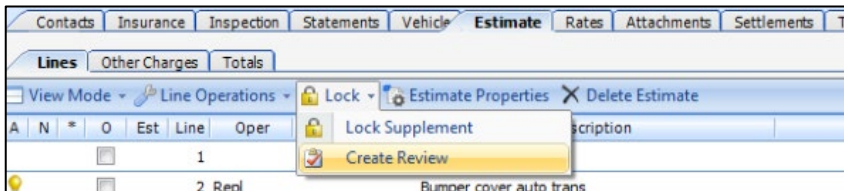
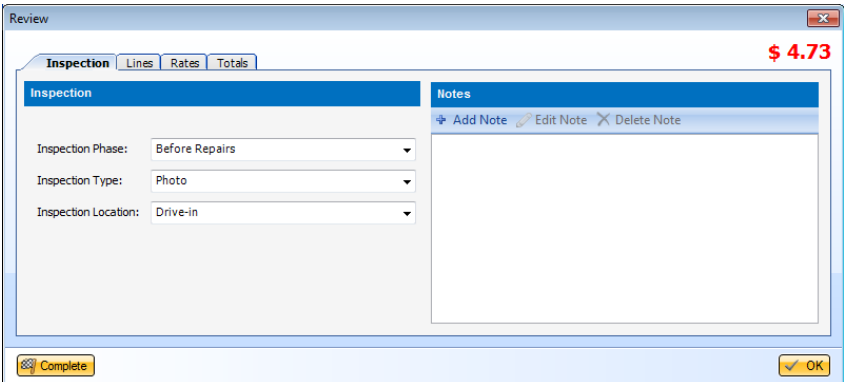
### Create Estimate Review (Library Copy), continued

Step	Action
4	Click the <b>Finish</b> button in the Import Workfile popup to dismiss it.
5	<p>Once the library copy of the Workfile is retrieved, double-click the claim in the Workfiles worklist.</p>  <p><b>Note:</b> The absence of an antenna icon in the Source column indicates that Supplement data will <b>not</b> be communicated.</p>
6	Navigate to the <b>Estimate</b> tab.
7	<p>Click the <b>Create Supplement</b> button.</p> 
8	<p>Click <b>Yes</b> in the popup window.</p> 

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## Estimate Review for Staff Written Estimates Scenario 4: Create Estimate Review Report (Library Copy), Continued

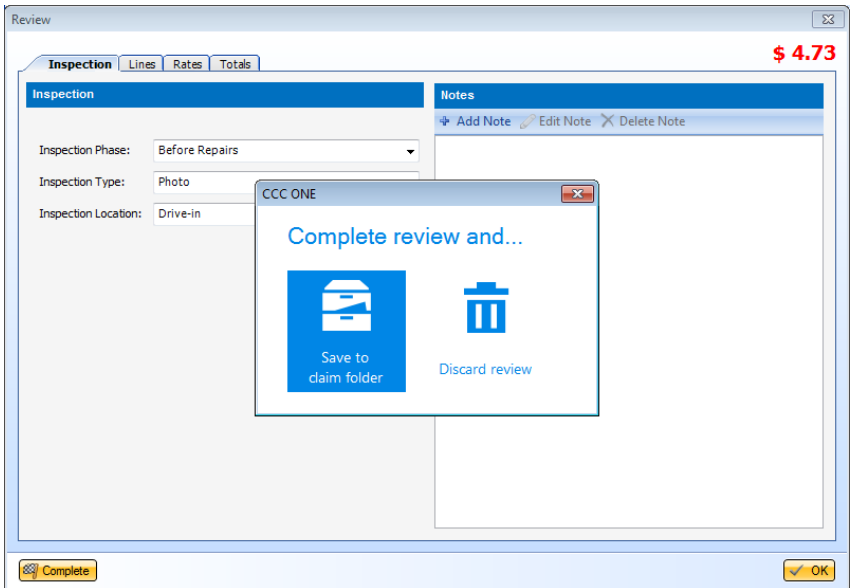
Create Estimate Review (Library Copy), continued

Step	Action
9	<p>Make your changes.</p> 
10	<p>Click <b>Lock</b> &gt; <b>Create Review</b>.</p>  <p>The Review popup opens.</p>
11	<p>Select the appropriate values from the dropdown menus and click the <b>Complete</b> button in the lower left corner.</p> 

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## Estimate Review for Staff Written Estimates Scenario 4: Create Estimate Review Report (Library Copy), Continued

Create  
Estimate  
Review  
(Library  
Copy),  
continued

Step	Action
12	<p>Click <b>Save to claim folder</b> in the popup window. (Clicking <b>Discard review</b> will delete the review and delete the Workfile from your unit.)</p>  <p><b>Note:</b> Digital images will not be communicated if they were added as part of the Supplement because you are only communicating the Estimate Review Report.</p>

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## Estimate Review for Staff Written Estimates Scenario 4: Create Estimate Review Report (Library Copy), Continued

### Estimate Review Report Generated

Following these steps creates the Estimate Review Report only. This Report will display in the Claim Folder.

Claim Folder:  [Refresh](#)

[Summary](#) [Documents \(6\)](#) [Images \(0\)](#) [Notes](#) [History](#)

Documents						
<input type="checkbox"/>	Date ▼	Document	Amount	Est/Supp	Submitted By	Status
<input type="checkbox"/>	09/27/2017 2:18 PM CST	<a href="#">Estimate Review Report</a>	\$1022.88	E01		Submitted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	<a href="#">Total vs. Repair Comparison Report</a>				Submitted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	<a href="#">Estimate 01</a>	\$1018.15	E01		Accepted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	<a href="#">Claim Summary Report</a>				Submitted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	<a href="#">Audit Report</a>	339	E01		Submitted
<input type="checkbox"/>	09/27/2017 12:45 PM CST	<a href="#">Appraisal Assignment</a>				Sent

[hide documents](#)

**Images**

[show images](#)

Actions  [Go](#)