

Estimate Review for Staff Written Estimates Scenario 1: Create and Lock Supplement (Library Master)

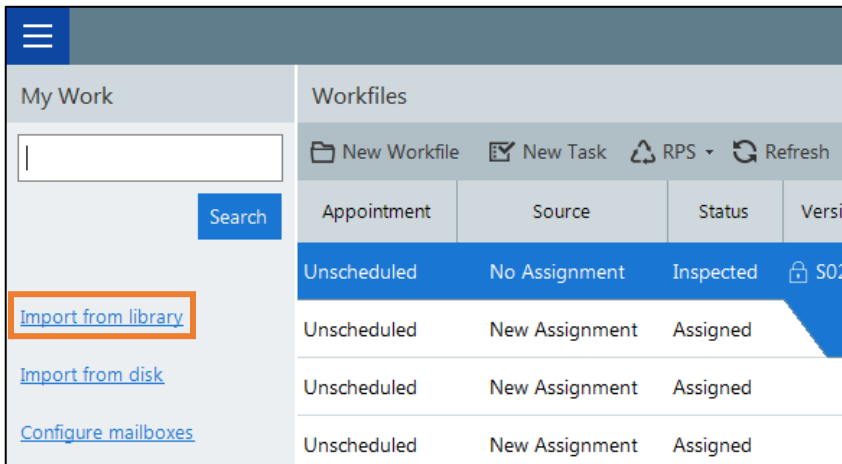
Overview

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 to create a Supplement (and not an Estimate Review Report) 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.

Lock Supplement (Library Master)

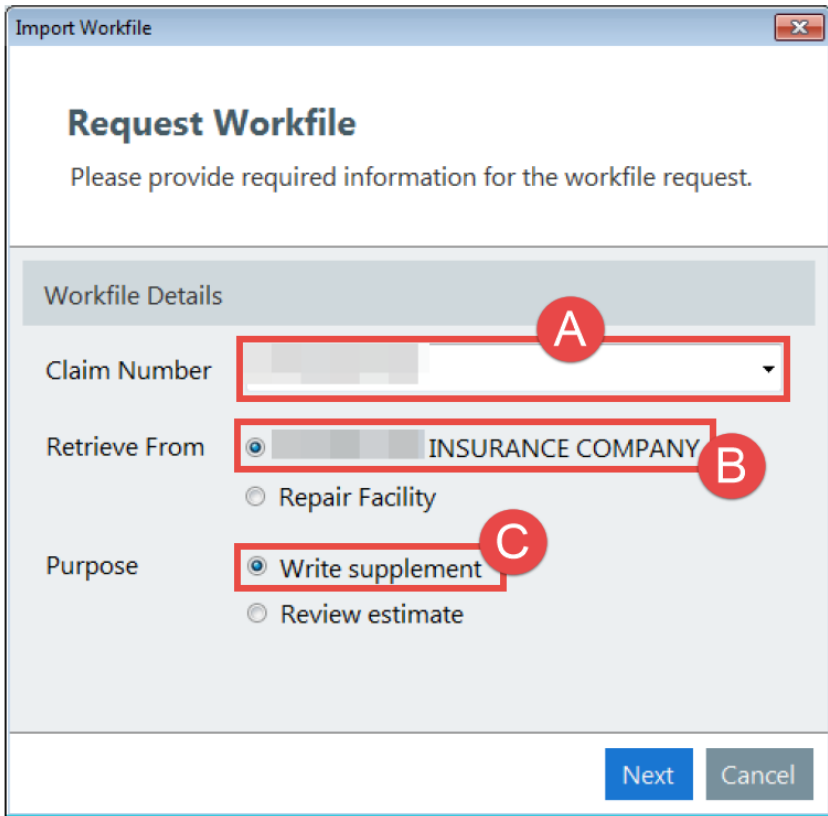
First, you must request a Library Master of the Workfile. Retrieving a Master permits you to create a review and/or a Supplement with your changes that can be uploaded.

Step	Action
1	<p>Click Import from library 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 1: Create and Lock Supplement (Library Master), Continued

Lock Supplement (Library Master),
continued

Step	Action
2	<p>Enter the Claim Number, select the Insurance Company radio button in the Retrieve From field, and select the Write supplement radio button in the Purpose field.</p> <p>Note: Selecting Write supplement requests a Library Master of the Workfile.</p> 

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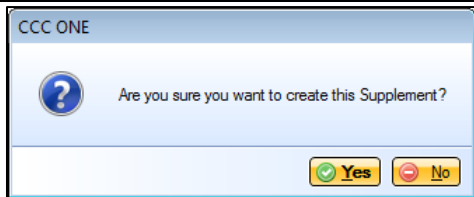
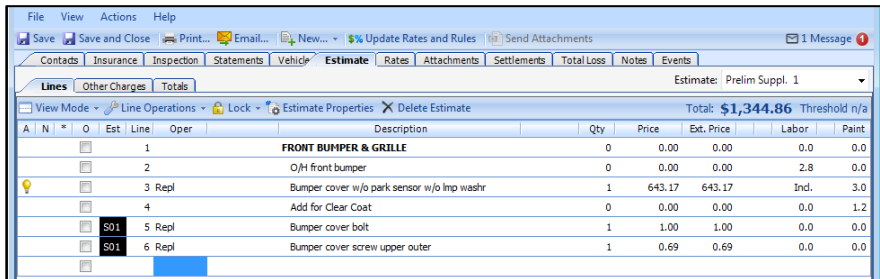
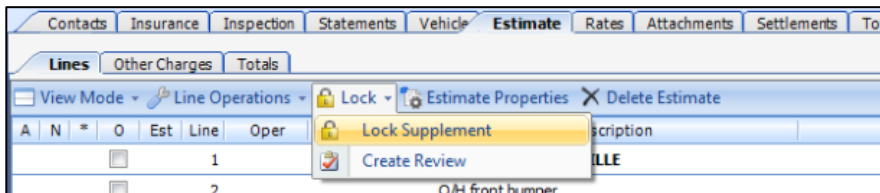
Lock Supplement (Library Master),
continued

Step	Action
3	Click the Next 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."
4	Click the Finish button in the Import Workfile popup to dismiss it.
5	<p>Once the Library Master copy of the Workfile is retrieved, double-click the claim in the Workfiles worklist.</p> <p>Note: This icon () in the Source column indicates that Workfile changes can be communicated.</p> <p>The Workfile opens.</p>
6	Navigate to the Estimate tab.
7	<p>Click the Create Supplement button.</p>

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Lock Supplement (Library Master), continued

Step	Action
8	<p>Click Yes in the popup window.</p> 
9	<p>Make your changes.</p> 
10	<p>Click Lock > Lock Supplement.</p>  <p>This will lock the supplement data and communicate the Workfile.</p> <p>An Estimate Review Report is not generated, but digital images will be communicated if they are attached as part of the supplement.</p>

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Estimate Review for Staff Written Estimates Scenario 1: Create and Lock Supplement (Library Master), Continued

Workfile Communicated

The "Lock Supplement" action does not create an Estimate Review Report, but it does create the Supplement and communicates the Workfile.

Note: The original Staff appraiser will not receive notification of your changes to the Workfile unless you send a message via CCC Portal.

Claim Folder:

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	Estimate Review Report	\$1022.88	E01		Submitted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	Total vs. Repair Comparison Report				Submitted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	Estimate 01	\$1018.15	E01		Accepted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	Claim Summary Report				Submitted
<input type="checkbox"/>	09/27/2017 2:09 PM CST	Audit Report	339	E01		Submitted
<input type="checkbox"/>	09/27/2017 12:45 PM CST	Appraisal Assignment				Sent

hide documents

Images

show images

Actions
Go