

Estimate Review for Staff Written Estimates Scenario 5: Lock Supplement (Library Copy)

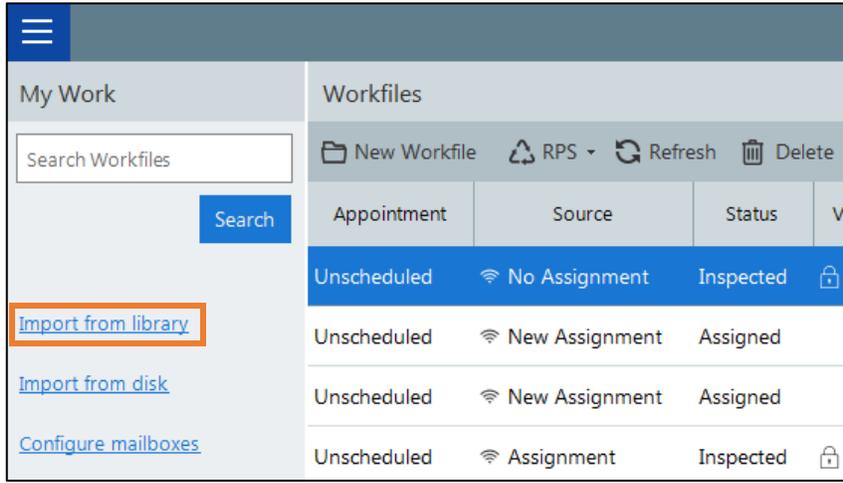
Overview

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 to create a saved-only version of the Supplement 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 Copy)

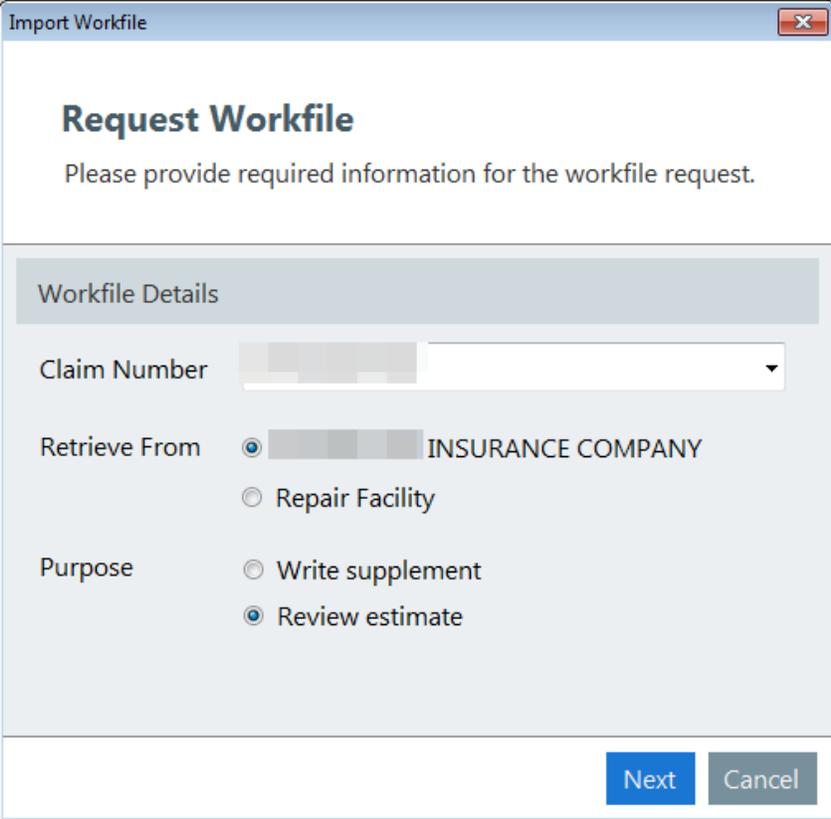
First, you must request a Library Copy of the Workfile.

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 5: Lock Supplement (Library Copy), Continued

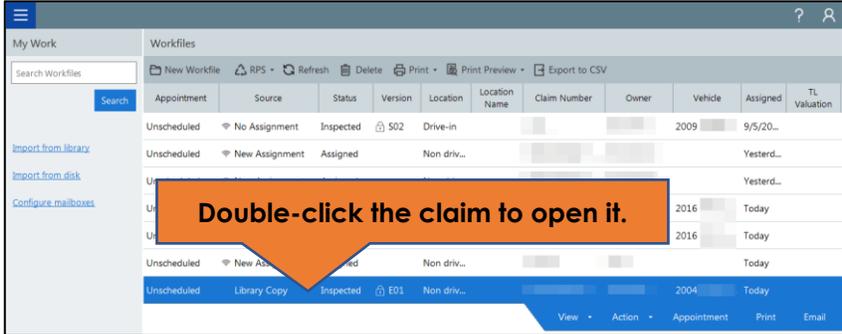
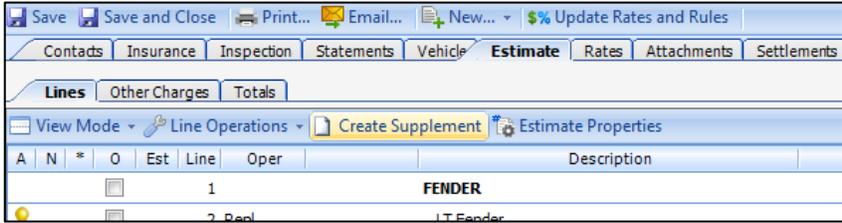
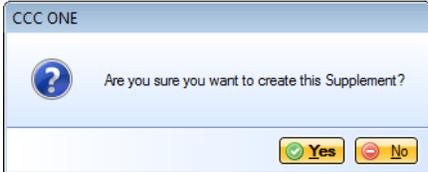
Lock Supplement (Library Copy), continued

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

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Estimate Review for Staff Written Estimates Scenario 5: Lock Supplement (Library Copy), Continued

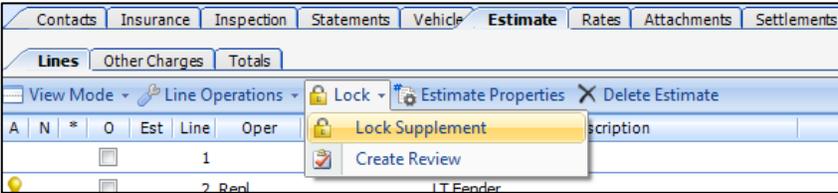
Lock Supplement (Library Copy), continued

Step	Action
4	Click the Finish 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>Note: The absence of an antenna icon in the Source column indicates that Supplement data will not be communicated.</p>
6	<p>The Workfile opens. Navigate to the Estimate tab and click the Create Supplement button.</p> 
7	<p>Click Yes in the popup window.</p> 

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Estimate Review for Staff Written Estimates Scenario 5: Lock Supplement (Library Copy), Continued

Lock Supplement (Library Copy), continued

Step	Action
8	<p>After making your changes, click Lock > Lock Supplement.</p>  <p>The Supplement and any images that were added will be saved on the unit only and will not be communicated to the Claim Folder.</p>