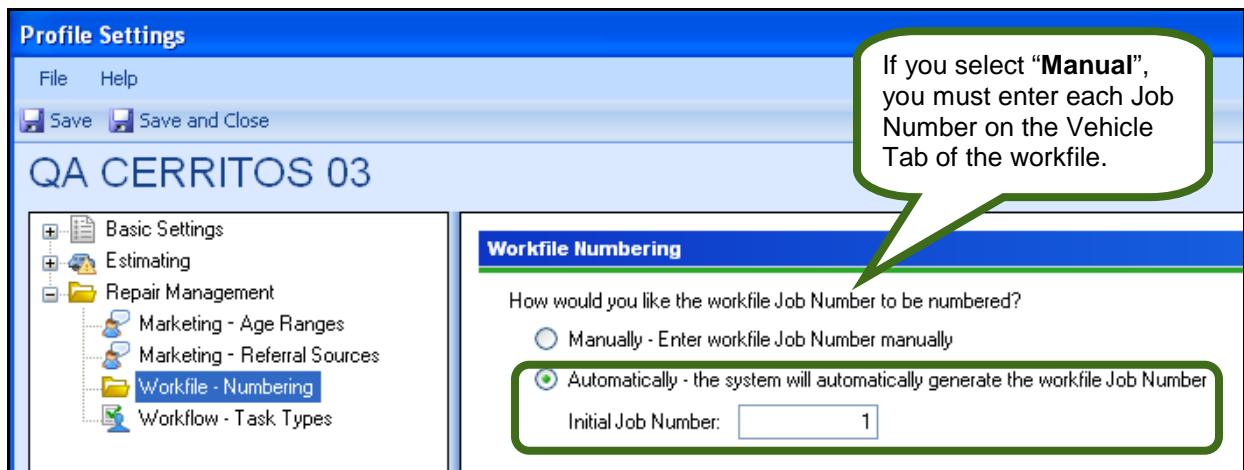


Job Aid: Automatic Job Numbering (Estimating Only)

Purpose In CCC ONE® Estimating, you can set your Repair Facility profile to use Automatic Job Numbering using the procedure shown here.

Procedure Use the following steps to enable automatic job numbering on workfiles:

Step	Action
1	Go to Configure > Profiles and open the Repair Facility profile.
2	Scroll down to Repair Management and click on Workfile – Numbering . The Workfile Numbering displays.



Profile Settings
File Help
Save Save and Close

QA CERRITOS 03

- Basic Settings
- Estimating
- Repair Management
 - Marketing - Age Ranges
 - Marketing - Referral Sources
 - Workfile - Numbering**
 - Workflow - Task Types

Workfile Numbering

How would you like the workfile Job Number to be numbered?

Manually - Enter workfile Job Number manually

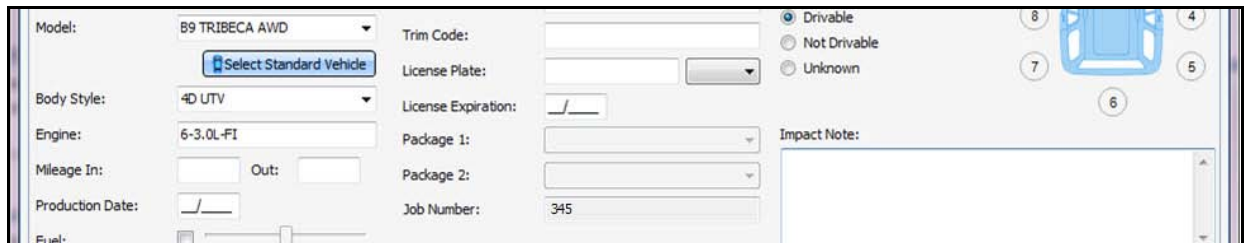
Automatically - the system will automatically generate the workfile Job Number

Initial Job Number:

If you select "Manual", you must enter each Job Number on the Vehicle Tab of the workfile.

3	Click the radio button for Automatically .
4	Enter the Initial Job Number for the next workfile created.
5	Save and Close the Profile.

Using Automatic Job Numbering Once enabled, every time you create and save a new workfile, you can select "Convert to Job". The system automatically sets the job number to the next in the sequence and updates the workfile title to include the new job number.



Model: B9 TRIBECA AWD Trim Code: Drivable Not Drivable Unknown

License Plate: License Expiration:

Body Style: 4D UTV Package 1: Package 2:

Engine: 6-3.0L-FI Mileage In: Out: Job Number: 345 Impact Note:

Production Date: Fuel:

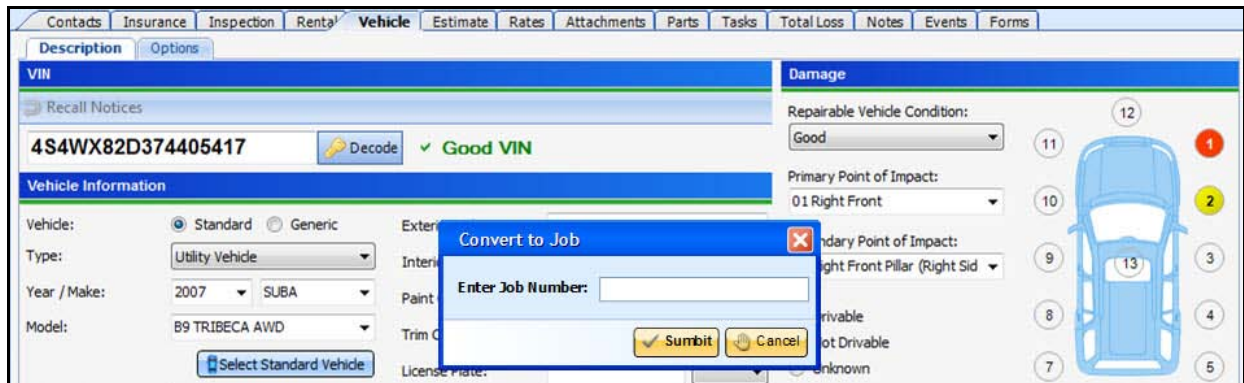
Continued on next page

Job Aid: Automatic Job Numbering (Estimating Only),

Continued

Using Manual Numbering

If Manual Job Numbering is enabled, every time you create and save a new workfile, you can select “Convert to Job”. The system will display a prompt to enter a Job Number manually. The Job Number is saved with the workfile and will appear on the workfile title.



Important Notes

Regardless of which type of numbering you choose, it is important to remember the following:

- The "Job Number" field on the Vehicle tab is read-only for estimating-only customers. It will only be enabled if you also have Repair Workflow as your shop management system.
- The "Convert to Job" action is available no matter what type of numbering you use.
- The "Convert to Job" action is hidden once a Job Number is assigned.
- You cannot change the Job Number once it has been added.