

# Import Workfile Copy

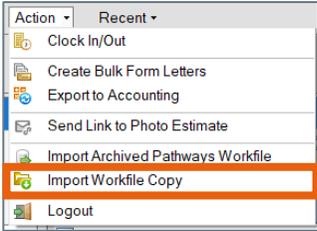
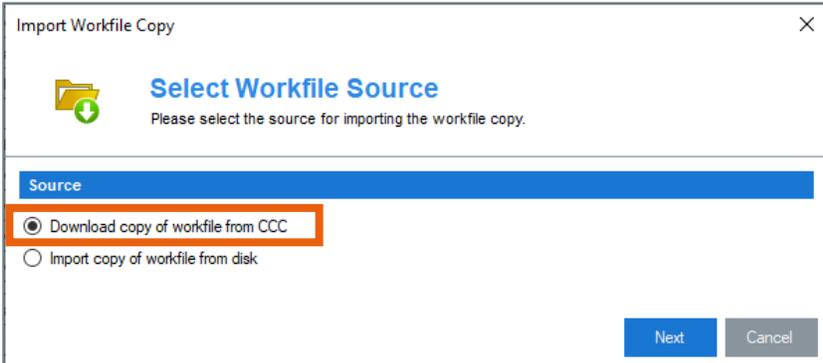
## Overview

Auto Workfile Entry (AWE) allows you to download a Workfile from the CCC® Library to import a workfile copy from a local file on disk into CCC ONE®. This allows you to import an AWE file received from an Insurance Company claim office. This job aid describes how to import a workfile copy from CCC and from disk.

## Download Library Copy

Use the following steps to download a workfile copy.

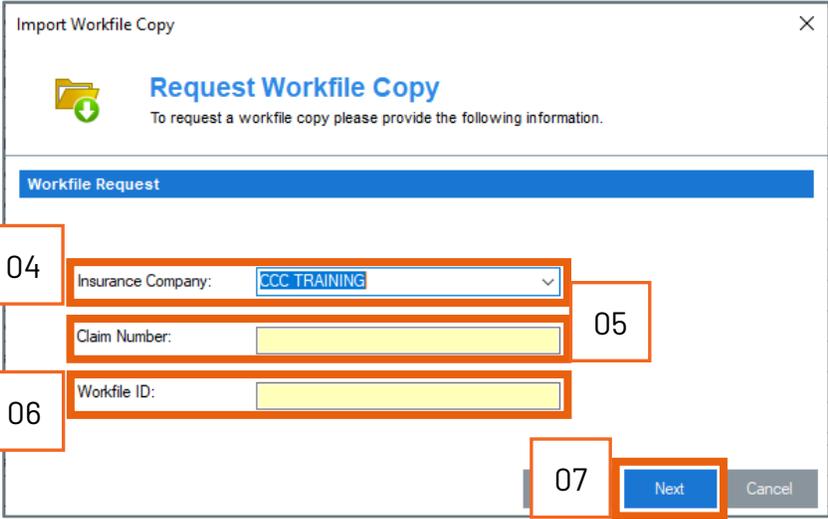
**Note:** Requesting a workfile copy from the CCC library may take some time to process.

Step	Action
1	Select <b>Action &gt; Import Workfile Copy</b> . 
2	Select <b>Download Copy of Workfile from CCC</b> . 
3	Click <b>Next</b> .

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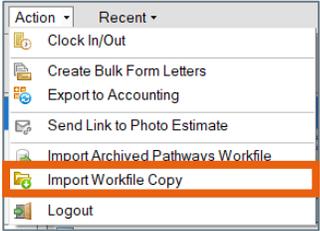
## Import Workfile Copy, Continued

### Download Library Copy, continued

Step	Action
4	Select the Insurance Company from the drop-down menu. 
5	Enter the <b>Claim Number</b> .
6	Enter the <b>Workfile ID</b> . <b>Note:</b> This is listed on the CCC ONE Estimate/Supplement.
7	Click <b>Next</b> .
8	Click <b>Finish</b> .

### Import Workfile Copy from Disk

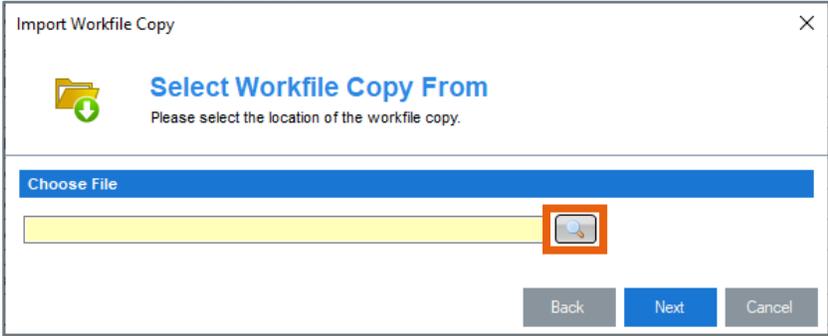
Use the following steps to import a workfile copy from an AWE file:

Step	Action
1	Select <b>Action &gt; Import Workfile Copy</b> . 

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## Import Workfile Copy, Continued

### Import Workfile Copy from Disk, continued

Step	Action
2	<p>Select <b>Import copy of workfile from disk</b>.</p> 
3	Click <b>Next</b> .
4	<p>Click the magnifying glass icon to locate the <b>AWE file</b>.</p> 
5	Browse to the drive, storage device or folder that contains the file from the Open File dialog box. Select the appropriate file and click <b>Open</b> .
6	You are returned to the <b>Select Workfile Copy From</b> screen. The file and its path display in the <b>Choose File</b> field. Click <b>Next</b> .
7	The system processes. When finished, the wizard displays the Import Complete Screen. Click <b>Finish</b> .

### Accept Copy

Once completed, the copied workfile appears in the Workfiles view.

To complete the process:

1. Select the workfile.
2. Click on the **Actions** menu in the mini toolbar.
3. Select **Accept Copied Workfile**.