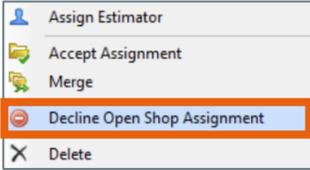
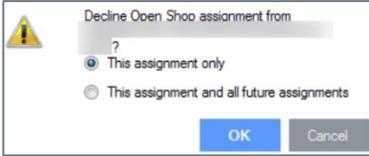


Open Shop – Using Opt Out Feature in CCC® Estimating

Overview

When an Open Shop Assignment is sent, you can opt out of working on the Assignment. This document outlines the steps required to do this.

Procedure

Step	Action
1	Open the Workfiles view.
2	<p>Click on the Open Shop Assignment to select it.</p>  <p>Note: The workfile displays with a status of New Assignment in the Updates column but the preview pane displays the Open Shop information.</p>
3	<p>From the Actions drop-down menu in the mini toolbar, select Decline Open Shop Assignment.</p> 
4	<p>From the pop-up that appears, select either: Decline this assignment only or Decline this assignment and all future assignments.</p>  <p>Note: Selecting this option applies to all future assignments from the specified Insurance Company. To Opt In and receive assignments from a non-DRP Insurance Company again, you must contact the Insurance Company and ask to be reactivated.</p>
5	Click OK .