

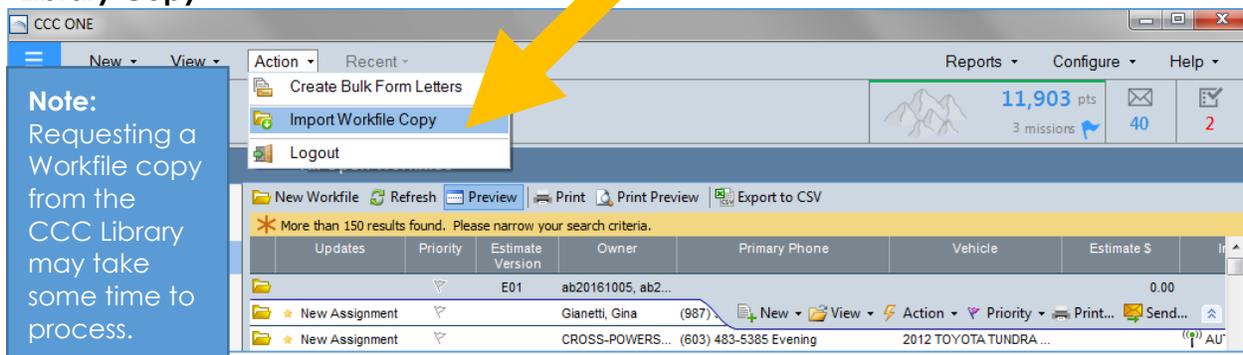
Import Workfile Copy Job Aid

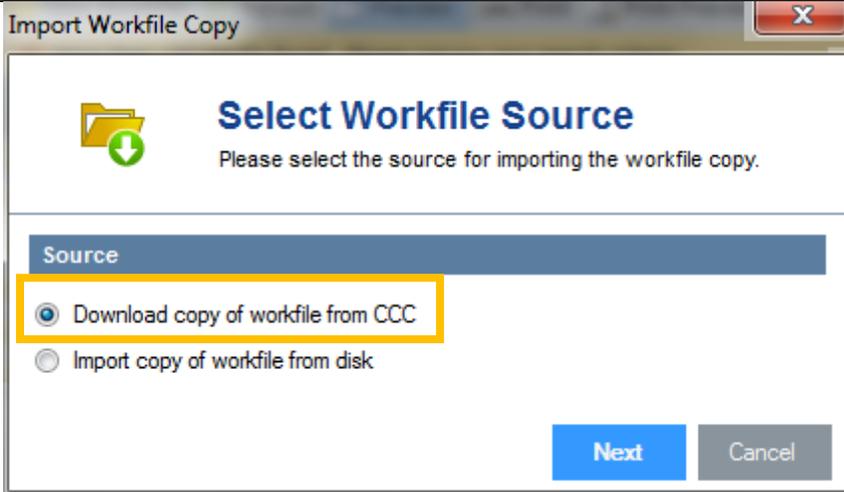
Introduction

Auto Workfile Entry (AWE) allows you to download a Workfile from the CCC Library or 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:

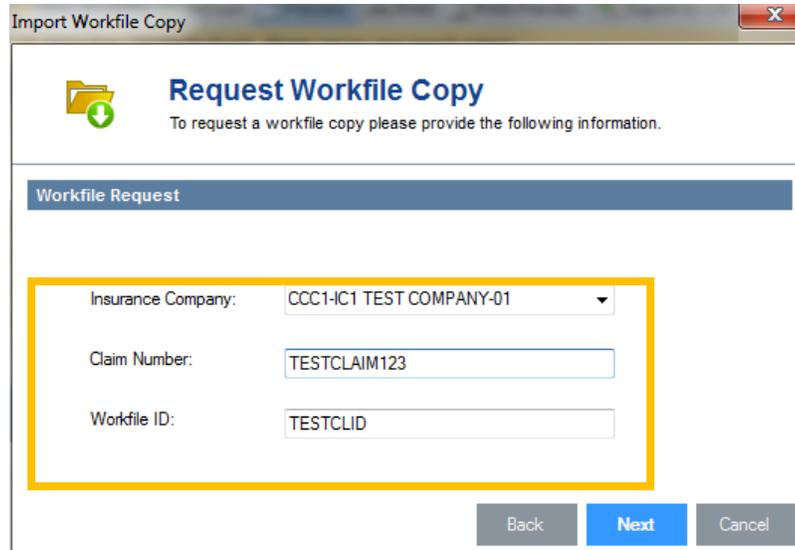


Step	Action
1	Go to the toolbar at the top of the screen. Click on Action, then select Import Workfile Copy .
2	 <p>Select the Download copy of workfile from CCC option.</p>
3	Click Next . The Request Workfile Copy displays.

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Import Workfile Copy Job Aid, Continued

Download
Library Copy,
continued



Step	Action												
4	Use the drop list to select the Insurance Company .												
5	Enter the Claim Number .												
6	Enter the Workfile ID . Workfile ID is listed on the CCC ONE Estimate/Supplement. <div data-bbox="581 1150 1425 1360" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Demo Corp 70</td> <td style="text-align: right;">Workfile ID: d0b9a3de</td> </tr> <tr> <td>222 Merchandise Mart, Chicago, IL 60654</td> <td style="text-align: right;">Federal ID: 6655424</td> </tr> <tr> <td>Phone: (800) 621-8070</td> <td style="text-align: right;">State ID: 4545454</td> </tr> <tr> <td></td> <td style="text-align: right;">License Number: 00154541</td> </tr> <tr> <td></td> <td style="text-align: right;">BAR: 456456456</td> </tr> <tr> <td colspan="2" style="text-align: center;">Preliminary Estimate</td> </tr> </table> </div>	Demo Corp 70	Workfile ID: d0b9a3de	222 Merchandise Mart, Chicago, IL 60654	Federal ID: 6655424	Phone: (800) 621-8070	State ID: 4545454		License Number: 00154541		BAR: 456456456	Preliminary Estimate	
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	License Number: 00154541												
	BAR: 456456456												
Preliminary Estimate													
7	Click Next .												
8	Click Finish . <div data-bbox="581 1465 1425 1822" style="border: 1px solid black; padding: 5px; margin: 5px 0;">  </div>												

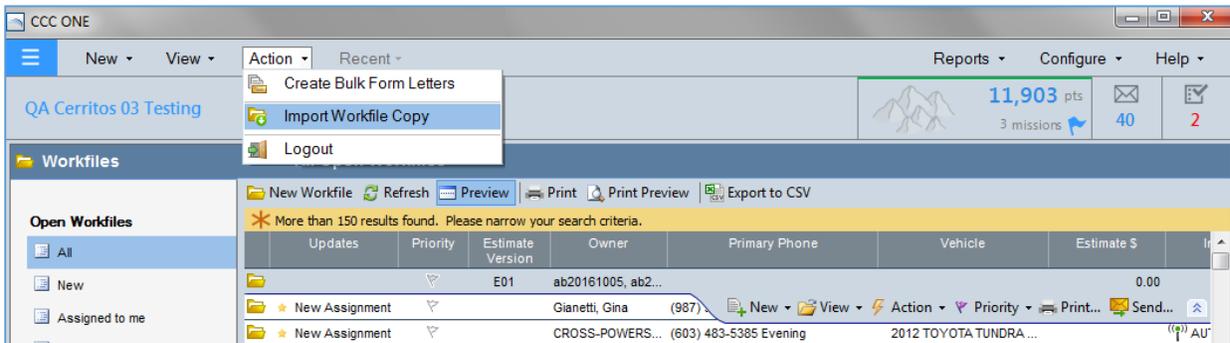
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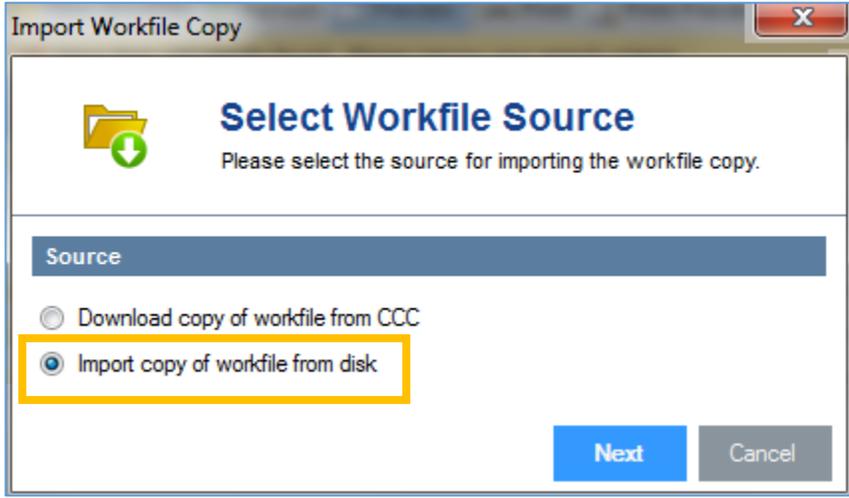
Import Workfile Copy Job Aid, Continued

Import Workfile Copy from Disk

Use the following steps to import a Workfile Copy from an AWE file:

Step	Action
1	Go to the toolbar at the top of the screen. Click on Action and select Import Workfile Copy .

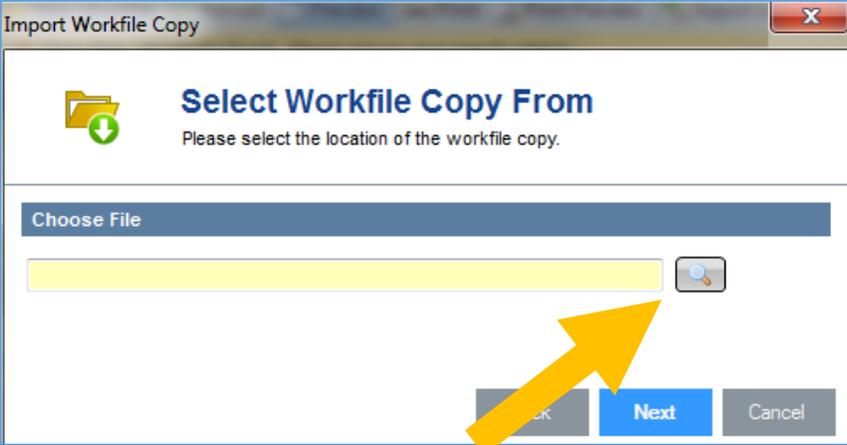
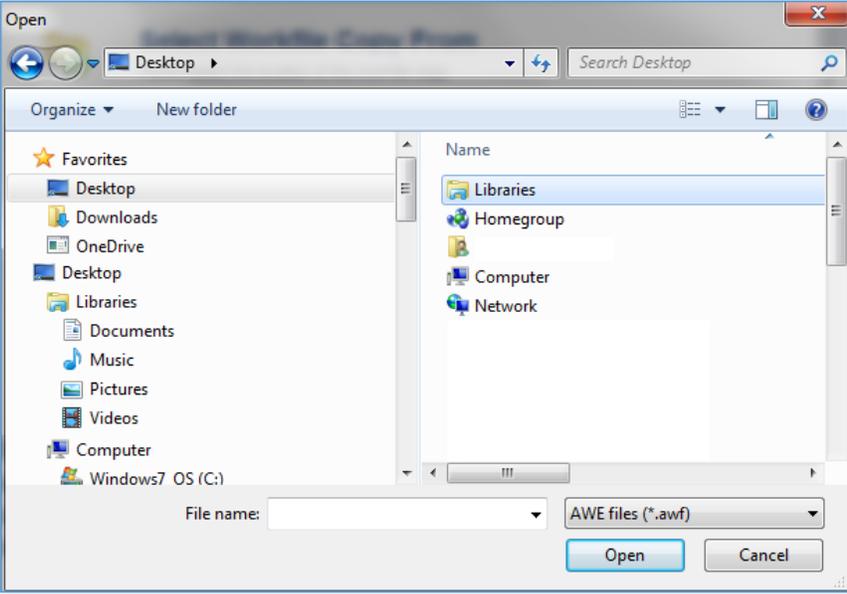


2	<p>The Import Workfile Copy wizard opens. Choose Import copy of workfile from disk.</p> 
3	Click Next .

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Import Workfile Copy Job Aid, Continued

Import Workfile Copy, continued

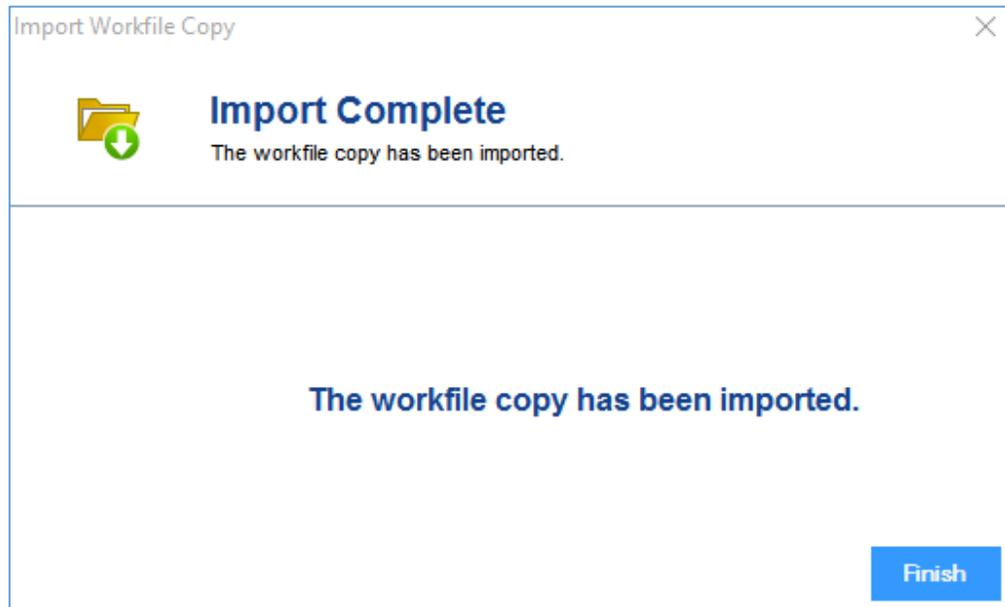
Step	Action
4	<p>Now, locate the AWE file using the magnifying glass to locate the file using the Open file dialog.</p> 
4	<p>The Open File dialog box displays to locate the file and open it. Browse to the drive, storage device or folder that contains the file.</p> 
6	<p>You are returned to the Select Workfile Copy from screen. The file and its path displays in the field. Click Next.</p>

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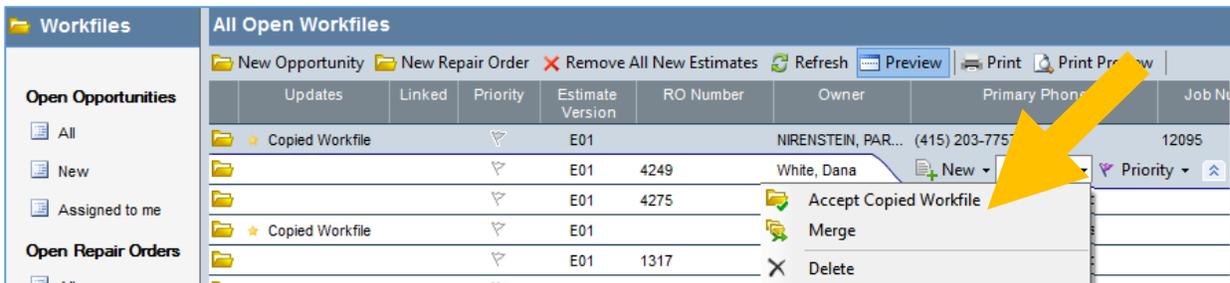
Import Workfile Copy Job Aid, Continued

Import Workfile Copy,
continued

Step	Action
7	The system processes. When finished, the wizard displays the Import Complete screen. Click Finish .



Accept Copy Once completed the Copied Workfile appears in the Workfiles View.



To complete the process, select the workfile and click on the **Actions** menu on the mini-toolbar. Select **Accept Copied Workfile**.