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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 Use the following steps to download a Workfile Copy: Library Copy

CCC ONE							x			
E New - View -	Action - Recent -				Reports - C	onfigure - Hel	р -			
Note: Requesting a	Create Bulk Form	Letters			11,90	3 pts 🖂	:7			
	Import Workfile C	ору	· · · · · · · · · · · · · · · · · · ·	3 missio	ons 🏲 🛛 🗛	2				
Workfile copy	Sector Contemport									
from the	🗁 New Workfile Refresh 🖃 Preview 🚔 Print 🔔 Print Preview 📳 Export to CSV									
CCC Library may take some time to process.	Kore than 150 results found. Please narrow your search criteria.									
	Updates	Priority Estimate Version		Primary Phone	Vehicle	Estimate S Ir 📤				
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	눰 🔹 New Assignment	P	Gianetti, Gina	(987) 斗 New 🗕 🚰 View 🗸	🖗 Action 👻 🥐 Priority 👻 🖷	🖷 Print 👺 Send	*			
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Import Workfile Copy Job Aid, Continued

Download Library Copy , continued	Ir	mport	Workfile Copy Reque To request a	st Workfile Copy a workfile copy please provide the fo	llowing information.	×			
	_	Wor	kfile Request						
			Insurance Company: Claim Number: Workfile ID:	CCC1-IC1 TEST COMPANY-01 TESTCLAIM123 TESTCLID	 ▼ 				
				Ba	ack Next Canc	el			
	Step		Action						
	4	ι	·.						
	5	E	Enter the Claim Number .						
	6	Enter the Workfile ID . Workfile ID is listed on the CCC (Estimate/Supplement.							
			Demo 222 Merchandise M Phone: ({ Prelimin	o Corp 70 ¹ art, Chicago, IL 60654 800) 621-8070	Workfile ID: Federal ID: State ID: License Number: BAR:	d0b9a3de 6655424 4545454 00154541 456456456			
	7		Click Next						
	, 8		Click Finish						
	0	I	mport Workfile Copy	orkfile Copy Reque workfile copy has been requested. The workfile copy h Note: it may take several hours be	sted				

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Finish

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Import Workfile Copy Job Aid, Continued



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Import Workfile Copy Job Aid, Continued

Import	Step	Action						
Workfile	4	Now, locate the AWE file using the magnifying glass to						
Copy,		locate the file using the Open file dialog.						
commoed		Import Workfile Copy						
		Select Workfile Copy From Please select the location of the workfile copy.						
		Choose File						
		K Next Cancel						
	4	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.						
		Open 🔀						
		Search Desktop P						
		Organize New folder						
		↑ Favorites						
		Desktop D						
		OneDrive						
		Desktop						
		J Music						
		Pictures						
		▲ Windows7 OS (C:)						
		File name: ▼ AWE files (*.awf) ▼						
		Open Cancel						
	6	You are returned to the Select Workfile Copy from screen. The file and its path displays in the field. Click Next .						
	L							

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Import Workfile Copy Job Aid, Continued



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

😑 Workfiles	All Open Workfiles								
	🗁 New Opportunity 📄 New Re	epair Order	🗙 Remove	All New Estimates	🔁 Refres	n 🔜 Pre	view 📄 🚔 Print	🗋 Print	Prr w
Open Opportunities	Updates Linked	Priority	Estimate Version	RO Number	Ow	ner	Prima	iry Phone	Job Nu
🔳 All	📄 🔅 Copied Workfile	Ŷ	E01		NIRENSTE	IN, PAR	(415) 203-775 ⁷		12095
New		7	E01	4249	White, Da	na	🖳 New 🗸	-	Priority 👻 🕿
Assigned to me		7	E01	4275	😂 Acce	pt Copie	d Workfile 🥖		
	📄 🔅 Copied Workfile	7	E01		😼 Mer	je			
Open Repair Orders		7	E01	1317	× Dele	te			
11 AII	P	577		1000					

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