

# Central Review

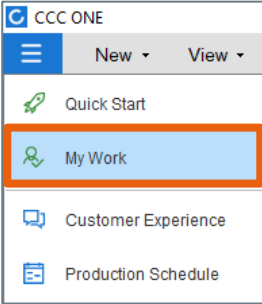
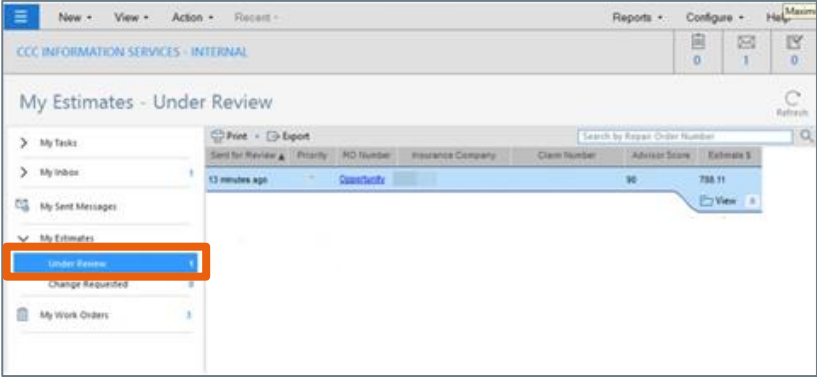
## Introduction

Once you lock an estimate, the workfile will flow into the **Central Review** queue. You will need to wait until the review is completed to make any changes to this workfile.

## Viewing Workfiles Under Review

You can keep track of all workfiles that are under review from **My Work Dashboard**.

To view workfiles under review, follow the steps below:

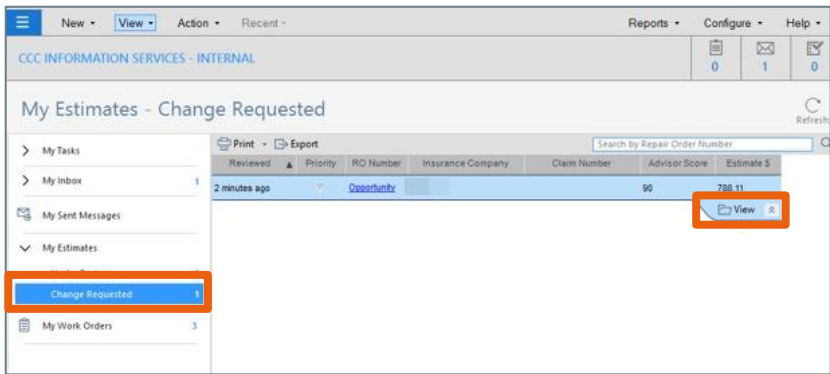
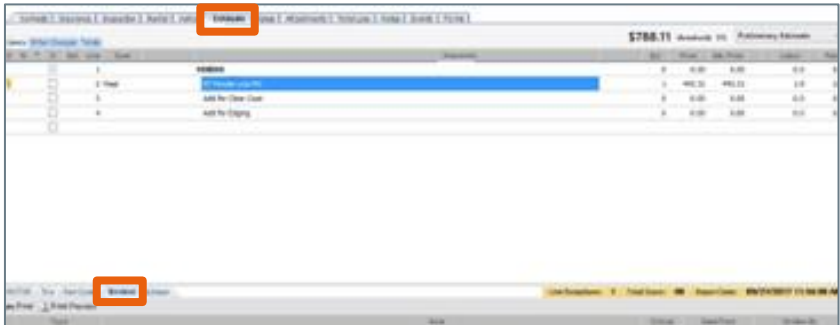
Step	Action
1	<p>Log in to CCC ONE to access <b>My Work Dashboard</b>.</p> 
2	<p>Expand <b>My Estimates</b> to access <b>Under Review</b>. The number next to it indicates the number of workfiles that are under review.</p> <p><b>Note:</b> Select the workfile to view details, if needed.</p> 

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## Central Review, Continued

### Updating Workfiles that have been Reviewed

After the estimate has been reviewed and if, there are changes that need to be made, you will see those next to the **Change Requested**. To update reviewed workfiles, follow the steps below:

Step	Action
1	Expand <b>My Estimates</b> to access <b>Change Requested</b> . The number next to it indicates the number of reviewed workfiles which require changes.
2	Click <b>Change Requested</b> . A list of workfiles for which change have been requested display on right.
3	Select the workfile you need and click <b>View</b> .
	
4	In the workfile that opens, click the <b>Estimate</b> tab, and then click <b>Review</b> to review the changes being requested.
	

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## Central Review, Continued

Updating Workfiles that have been Reviewed, continued

Step	Action
4	<p>Click the <b>Notes</b> tab if you need to communicate with the reviewer while implementing changes that are requested. The <b>New Note</b> window opens:</p> <ul style="list-style-type: none"> <li>▪ In the <b>Category</b> field, select <b>Internal Memo</b>.</li> <li>▪ In the <b>Type</b> field, select <b>Estimator to Central Reviewer</b>.</li> <li>▪ In the <b>Note</b> field, add notes. Make sure to add your notes to this section.</li> <li>▪ Click <b>OK</b>.</li> </ul> <p>Lock the estimate when done.</p>

The screenshot shows a 'New Note' dialog box with the following details:

- Category:** Internal Memo
- Type:** Estimator to Central Reviewer
- Note:** Quarter glass added to estimate
- This is a critical note
- Last three notes entered:**

Critical	Date/Time	Author	Type	Note
	07/16/2014 12:24 PM	Tracy Thomas	Estimator to Central Reviewer	TEST
- Buttons:** OK, Cancel