

Job Aid: Merge a Workfile with an Open Shop Assignment

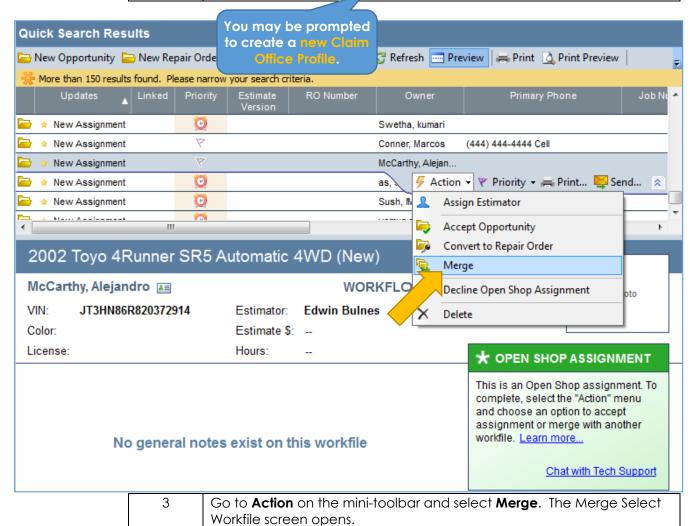
Overview

There will be occasions when you will need to merge an existing, manually created workfile with an Insurance Company Assignment, an Open Shop Assignment or an EMS Assignment. You can merge them with a New Assignment if the manually created workfile is not Locked or a Total Loss. This job aid describes how to merge an existing Workfile with an Open Shop Assignment.

Procedure

Use the following steps to merge the manual Workfile with the Open Shop file:

Step	Action
1	To begin, make sure you are on the Workfiles View so that you can see all of your Workfiles and Assignments.
2	Click once on the New Assignment to select it.



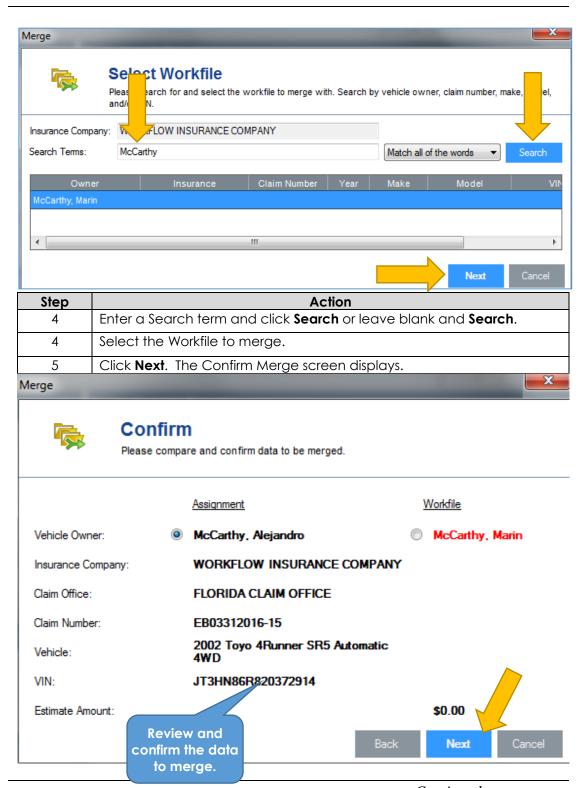
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Job Aid: Merge a Workfile with an Open Shop Assignment, Continued

Procedure,

continued

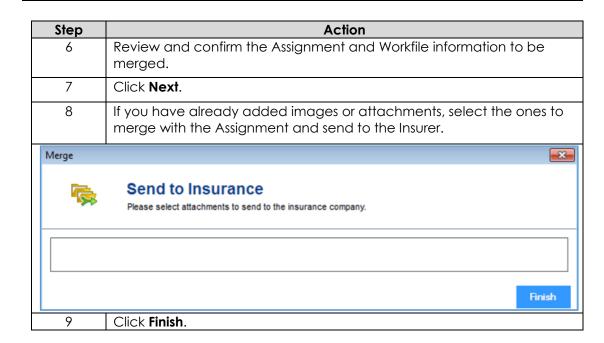


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Job Aid: Merge a Workfile with an Open Shop Assignment, Continued

Procedure, continued



The workfile opens for you to continue working.

Remember to Save and Close!

