Uploading PDF Documents in CCC® Estimating

Overview CCC® Estimating allows you to add multiple attachment and document types using Adobe[®] PDF documents. This document describes how to attach PDF documents to an estimate and mark them to upload to the Insurance Company.

Procedure	Step	Action
	1	Open the desired workfile to the Attachments tab.
		Estimate Rates Attachments Total Loss
	2	Click Actions > Attach from Folder.
		Attachments Actions Sort by ~ Attach - From Folder Attach - From Camera/Scanner
	3	Browse to the folder where the applicable PDF is located and select the PDF to attach.
	4	Click Open . Open Cancel
	5	The PDF is attached to the Workfile and listed in the Attachments tab. While the PDF is selected, click the Yes radio button under Send to Insurance . Send to Insurance Send: Yes No
	6	Proceed as normal to Save and Upload the workfile.



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