

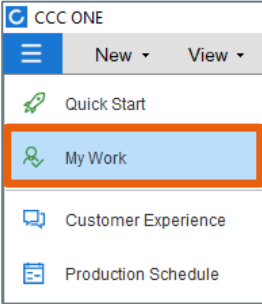
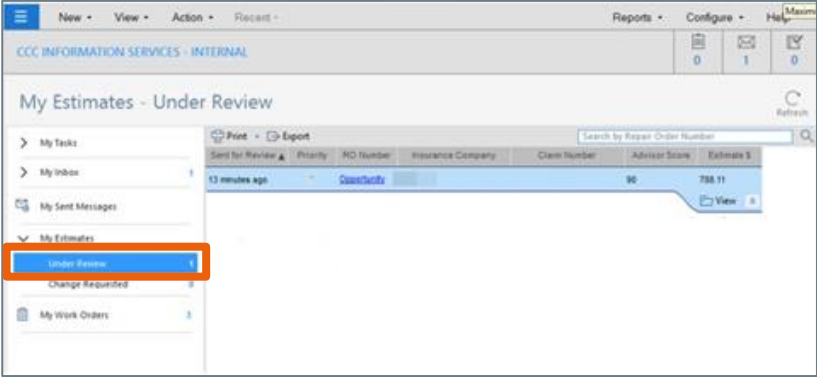
Central Review

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:

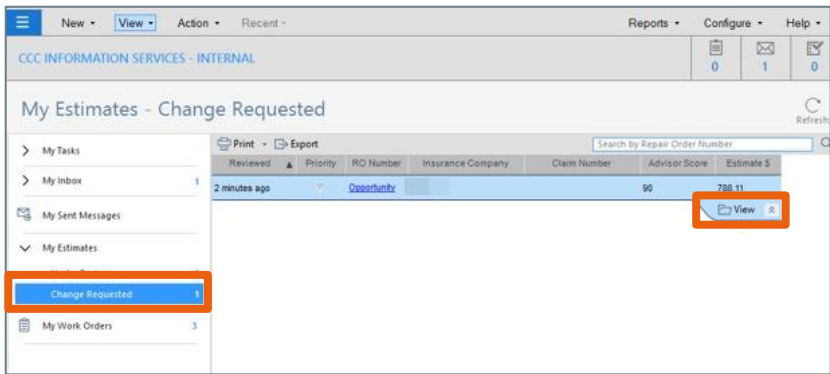
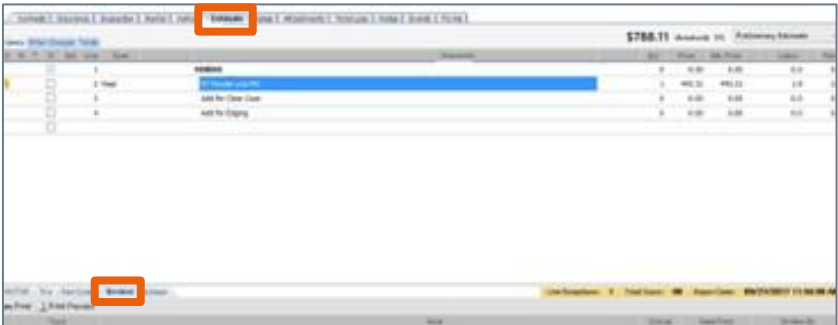
Step	Action
1	<p>Log in to CCC ONE to access My Work Dashboard.</p> 
2	<p>Expand My Estimates to access Under Review. The number next to it indicates the number of workfiles that are under review.</p> <p>Note: Select the workfile to view details, if needed.</p> 

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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 My Estimates to access Change Requested . The number next to it indicates the number of reviewed workfiles which require changes.
2	Click Change Requested . A list of workfiles for which change have been requested display on right.
3	Select the workfile you need and click View .
	
4	In the workfile that opens, click the Estimate tab, and then click Review 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 Notes tab if you need to communicate with the reviewer while implementing changes that are requested. The New Note window opens:</p> <ul style="list-style-type: none"> ▪ In the Category field, select Internal Memo. ▪ In the Type field, select Estimator to Central Reviewer. ▪ In the Note field, add notes. Make sure to add your notes to this section. ▪ Click OK. <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	DateTime	Author	Type	Note
	07/16/2014 12:24 PM	Tracy Thomas	Estimator to Central Reviewer	TEST
- Buttons:** OK, Cancel