## Import Workfile Copy

**Overview** Auto Workfile Entry (AWE) allows you to download a Workfile from the CCC® Library to 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.

Use the following steps to download a workfile copy.

Download Library Copy

> **Note:** Requesting a workfile copy from the CCC library may take some time to process.

Step	Action		
1	Select Action > Import Workfile Copy.		
2	Select Download Copy of Workfile from CCC.   Import Workfile Copy ×    Select Workfile Source Please select the source for importing the workfile copy.    Source     Oownload copy of workfile from CCC     Import copy of workfile from disk      Next      Cancel		
3	Click Next.		

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## Import Workfile Copy, Continued

Download	Step	Action
Library Copy, continued	4	Select the Insurance Company from the drop-down menu.
		Import Workfile Copy       ×         Request Workfile Copy       To request a workfile copy please provide the following information.         Workfile Request       •
		04 Insurance Company: CCC TRAINING 05
		06 Workfile ID:
		07 Next Cancel
	5	Enter the <b>Claim Number</b> .
	6	Enter the <b>Workfile ID</b> . <b>Note:</b> This is listed on the CCC ONE Estimate/Supplement.
	7	Click Next.
	8	Click Finish.

Use the following steps to import a workfile copy from an AWE file:

Workfile Copy from Disk Step Action Select Action > Import Workfile Copy. 1 Action - Recent b Clock In/Out Create Bulk Form Letters 8 Export to Accounting Send Link to Photo Estimate Import Archived Pathways Workfile 🐻 Import Workfile Copy 🚮 Logout

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Import

## Import Workfile Copy, Continued

Import	Step	Action
Workfile Copy	2	Select Import copy of workfile from disk.
<b>from Disk</b> , continued		Import Workfile Copy X
		Select Workfile Source Please select the source for importing the workfile copy.
		Source
		O Download copy of workfile from CCC
		Import copy of workfile from disk
		Next Cancel
	3	Click Next.
	4	Click the magnifying glass icon to locate the <b>AWE file</b> .
		Import Workfile Copy X
		Select Workfile Copy From Please select the location of the workfile copy.
		Choose File
		Back Next Cancel
	5	Browse to the drive, storage device or folder that contains the file from the Open File dialog box. Select the
		appropriate file and click <b>Open</b> .
	6	You are returned to the <b>Select Workfile Copy From</b> screen.
		The file and its path display in the <b>Choose File</b> field. Click <b>Next</b> .
	7	The system processes. When finished, the wizard displays
		the Import Complete Screen. Click <b>Finish</b> .

**Accept Copy** Once completed, the copied workfile appears in the Workfiles view.

To complete the process:

- 1. Select the workfile.
- 2. Click on the **Actions** menu in the mini toolbar.
- 3. Select Accept Copied Workfile.

