Open Shop – Using Opt Out Feature in CCC® Estimating

Overview When an Open Shop Assignment is sent, you can opt out of working on the Assignment. This document outlines the steps required to do this.

Procedure

Step	Action
1	Open the Workfiles view.
2	Click on the Open Shop Assignment to select it. * OPEN SHOP ASSIGNMENT This is an Open Shop assignment To complete, select the "Action" menu and choose an option to accept assignment or merge with another workfile. Learn more Chatwith Tech Support Note: The workfile displays with a status of New Assignment in the Updates column but the preview pane displays the Open Shop information.
3	From the Actions drop-down menu in the mini toolbar, select Decline Open Shop Assignment.
4	From the pop-up that appears, select either: Decline this assignment only or Decline this assignment and all future assignments. Decline Open Shop assignment from This assignment only This assignment and all future assignments OK Concel Note: Selecting this option applies to all future assignments from the specified Insurance Company. To Opt In and receive assignments from a non-DRP Insurance Company again, you must contact the Insurance Company and ask to be reactivated.
5	Click OK .

