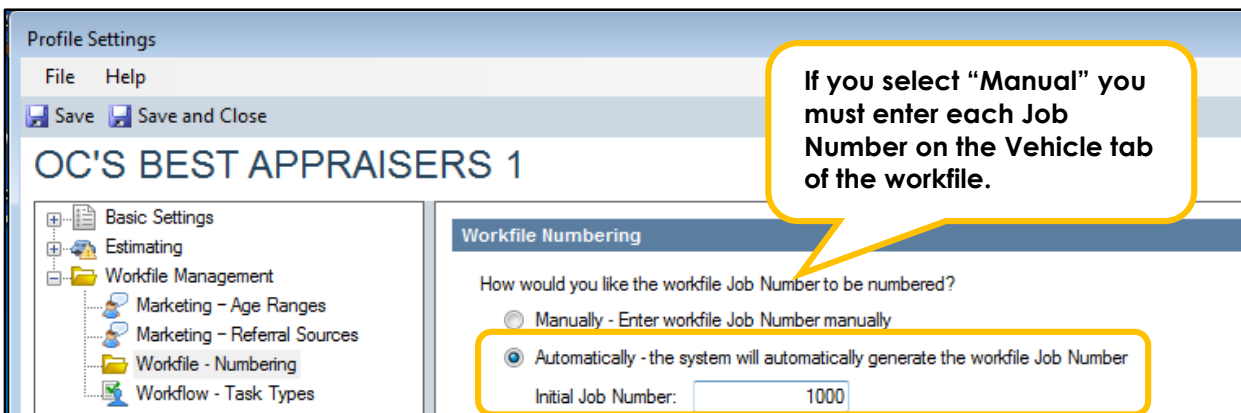


## Job Aid: Automatic Job Numbering

**Purpose** In CCC ONE® Estimating, you can set your IA Company profile to use Automatic Job Numbering by following the procedures listed below.

**Procedure** Follow these steps to enable automatic job numbering on workfiles:

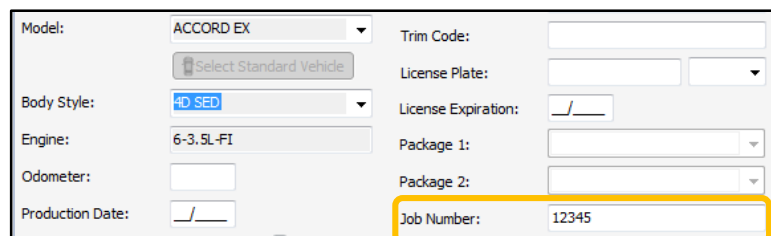
Step	Action
1	Go to <b>Configure &gt; Profiles</b> from the menu bar.
2	Select <b>your IA Company profile</b> , and then select <b>Edit</b> from the mini-toolbar.
3	Click on the <b>Workfile Numbering link</b> under Workfile Management in the left panel.



4	Click on the radio button for <b>Automatically</b> .
5	Enter the <b>Initial Job Number</b> for the next workfile in the field.
6	Click on <b>Save and Close</b> .

### Using Automatic Job Numbering

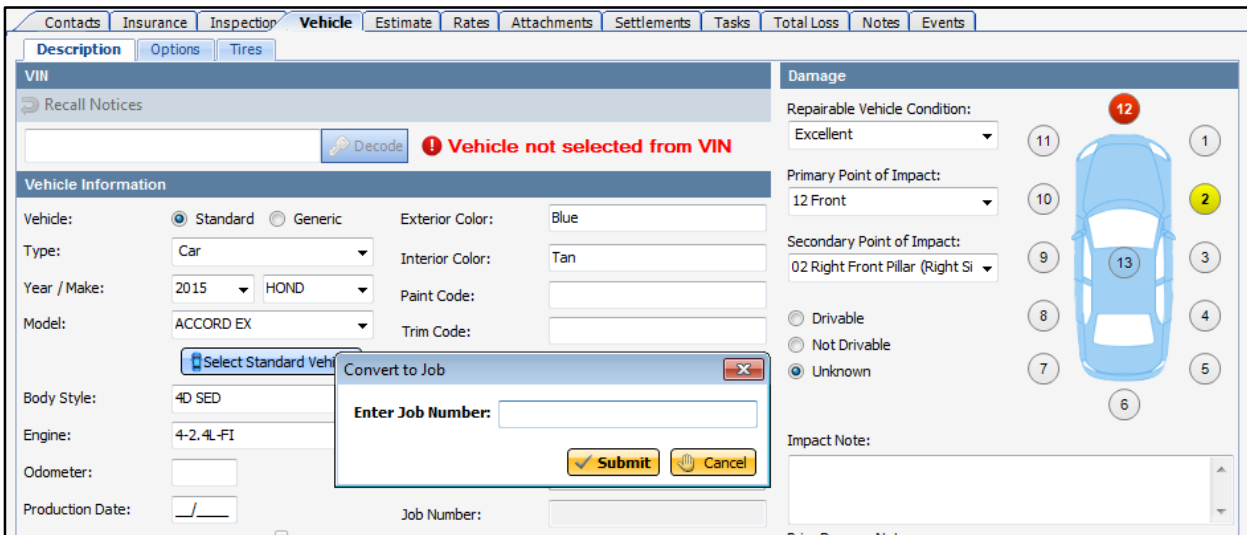
Once enabled, every time you create a workfile, you can select Convert to Job. The system automatically sets the job number to the next in the sequence and updates the workfile title to include the new job number.



*Continued on next page*

## Job Aid: Automatic Job Numbering, Continued

**Using Manual Job Numbering** If Manual Job Numbering is enabled, every time you create and save a new workfile, you can select "Convert to Job". The system will display a prompt to enter a Job Number manually. The Job Number is saved with the workfile and will appear on the workfile title.



### Important Notes

Regardless of which type of numbering you choose, it is important to remember the following:

- The **Job Number** field on the Vehicle tab is read-only for estimating-only customers. It will only be enabled if you also have Repair Workflow as your shop management system.
- The **Convert to Job** action is available no matter what type of numbering you use.
- The **Convert to Job** action is hidden once a Job Number is assigned.
- You **cannot change** the Job Number once it has been added.