

Import Workfile Copy Job Aid

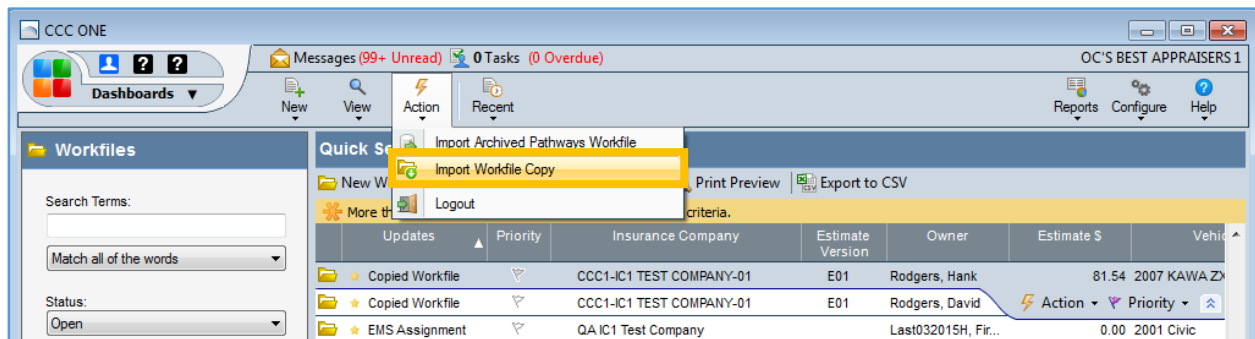
Introduction

Auto Workfile Entry allows you to import a Workfile from disc, or other storage media, into CCC ONE®. This allows you to import an AWE file from CCC Pathways® received from an Insurance Company claim office. This document reviews how to import a Workfile Copy from a claim office.

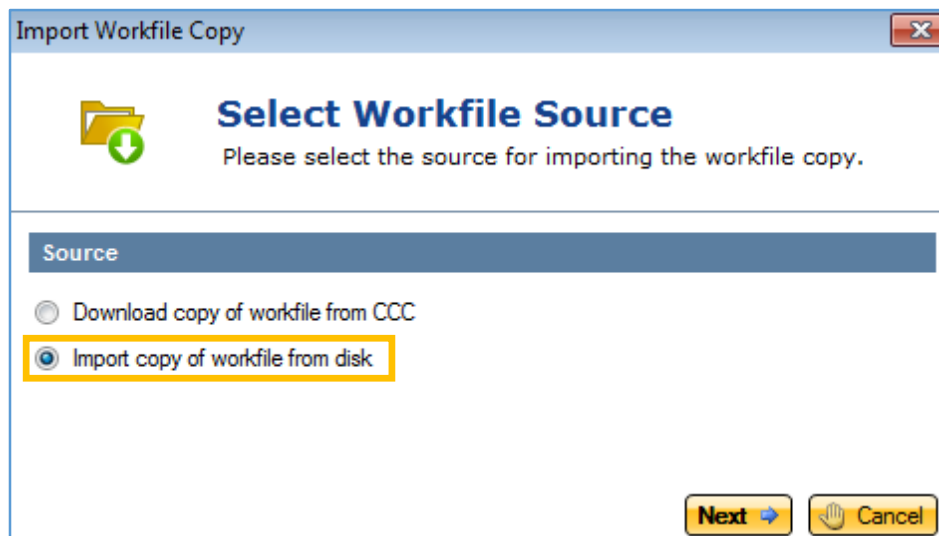
Import Workfile Copy

Use the following steps to import a Workfile Copy from an AWE file:

Step	Action
1	Go to the toolbar at the top of the screen. Click on Action and select Import Workfile Copy .



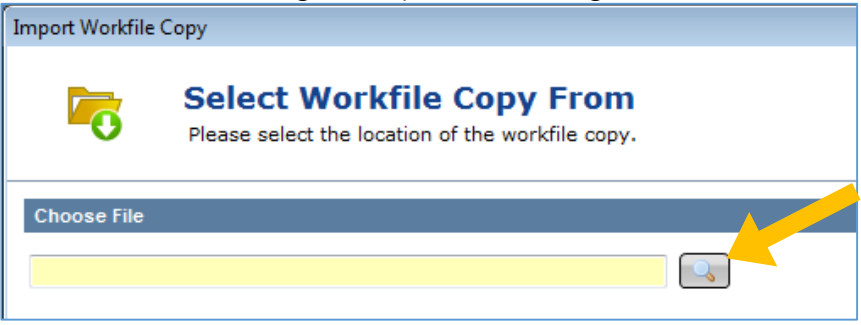
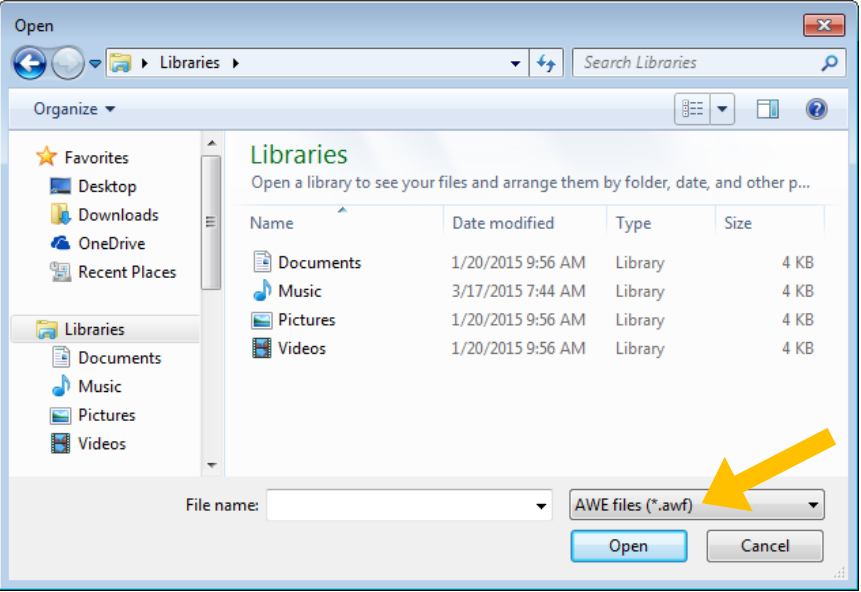
2	The Import Workfile Copy wizard opens. Choose Select Import copy of workfile from disk and click Next .
---	---



Continued on next page

Import Workfile Copy Job Aid, Continued

Import Workfile Copy (continued)

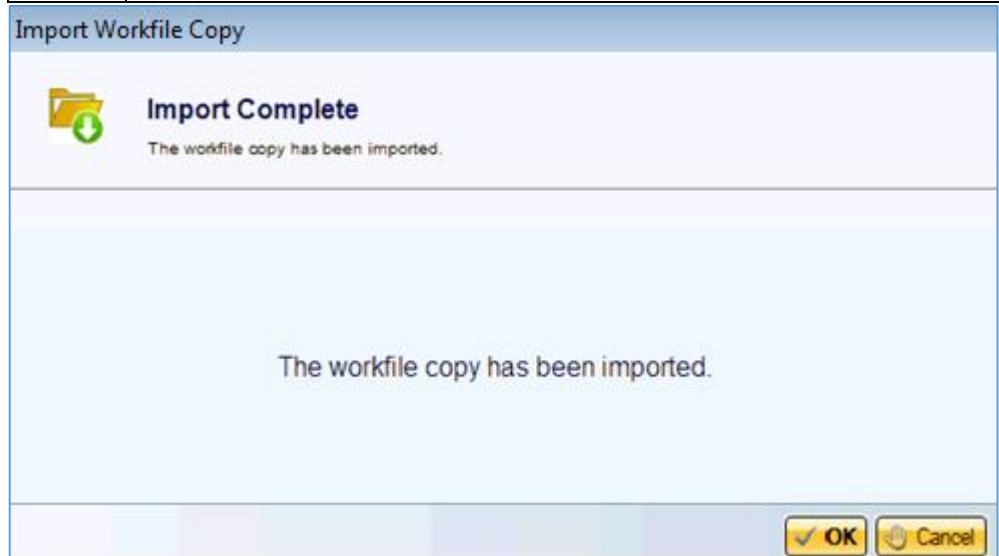
Step	Action
3	<p>Now, locate the AWE file using the magnifying glass button to locate the file using the Open file dialog.</p> 
4	<p>The Open File dialog box displays to locate the file and open it. Browse to the drive, storage device or folder that contains the file, and then select Open.</p> 
5	<p>You are returned to the Select Workfile Copy From screen. The file and its path displays in the field. Click Next.</p>

Continued on next page

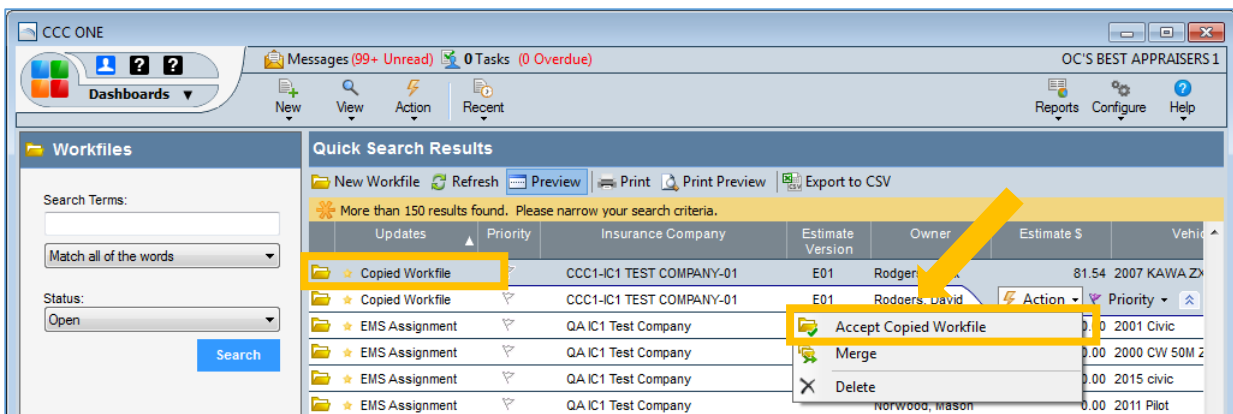
Import Workfile Copy Job Aid, Continued

Import Workfile Copy (continued)

Step	Action
6	The system processes. When finished, the wizard displays the Import Workfile Complete screen. Click OK to continue.



Accept Copy Once completed the workfile appears in the Workfiles screen.



To complete the process, select the workfile and click on the **Actions** menu on the mini-toolbar. Select **Accept Copied Workfile**.