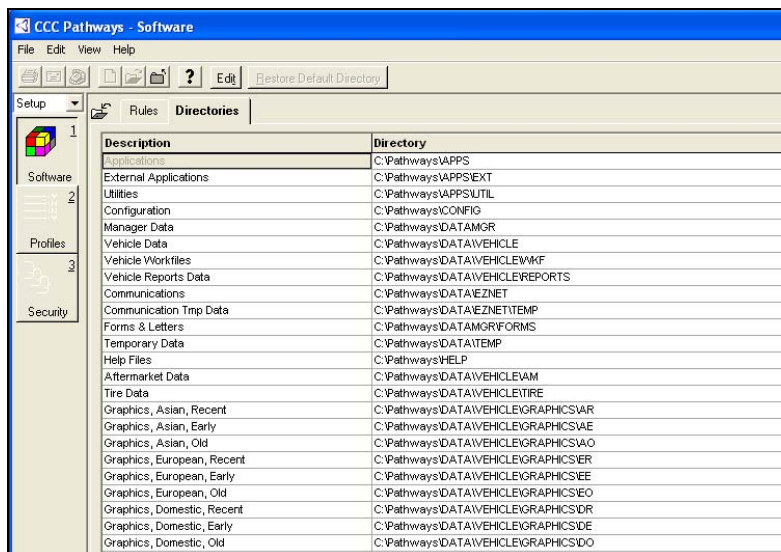


Setting Up and Using CCC Pathways® Auto Workfile Entry Feature

In order to get the most out of CCC Pathways version 4.3's new Auto Workfile Entry feature, we suggest you create desktop shortcuts that will make moving estimate workfiles even easier.

Before you begin

- You must have the Directory Interface feature.
- Within Directory Interfaces, WFLOUT and WFLIN have been designated automatically as part of the profile change.
- Auto Workfile Entry must be turned on in CCC Pathways.
- **Network Users Only:** You must know the directory where the Pathways folder is located. (From within CCC Pathways, go to the menu bar and select View > Setup > Software. Double-click Manager Software Module, and click the Directories tab. You will see where the Pathways folder is installed.) You will use this information in the section of this document titled "Network Users Only: Modifying Directory Interfaces" at the end of this document.



Description	Directory
Applications	C:\Pathways\APPS
External Applications	C:\Pathways\APPS\EXT
Utilities	C:\Pathways\APPS\UTIL
Configuration	C:\Pathways\CONFIG
Manager Data	C:\Pathways\DATA\MGR
Vehicle Data	C:\Pathways\DATA\VEHICLE
Vehicle Workfiles	C:\Pathways\DATA\VEHICLE\WKF
Vehicle Reports Data	C:\Pathways\DATA\VEHICLE\REPORTS
Communications	C:\Pathways\DATA\VEHICLE\NET
Communication Temp Data	C:\Pathways\DATA\VEHICLE\NET\TEMP
Forms & Letters	C:\Pathways\DATA\MGR\FORMS
Temporary Data	C:\Pathways\DATA\TEMP
Help Files	C:\Pathways\HELP
Aftermarket Data	C:\Pathways\DATA\VEHICLE\AM
Tire Data	C:\Pathways\DATA\VEHICLE\TIRE
Graphics, Asian, Recent	C:\Pathways\DATA\VEHICLE\GRAPHICS\ASR
Graphics, Asian, Early	C:\Pathways\DATA\VEHICLE\GRAPHICS\ASAE
Graphics, Asian, Old	C:\Pathways\DATA\VEHICLE\GRAPHICS\ASAO
Graphics, European, Recent	C:\Pathways\DATA\VEHICLE\GRAPHICS\EUR
Graphics, European, Early	C:\Pathways\DATA\VEHICLE\GRAPHICS\EURAE
Graphics, European, Old	C:\Pathways\DATA\VEHICLE\GRAPHICS\EURO
Graphics, Domestic, Recent	C:\Pathways\DATA\VEHICLE\GRAPHICS\DOMR
Graphics, Domestic, Early	C:\Pathways\DATA\VEHICLE\GRAPHICS\DOMAE
Graphics, Domestic, Old	C:\Pathways\DATA\VEHICLE\GRAPHICS\DOMO

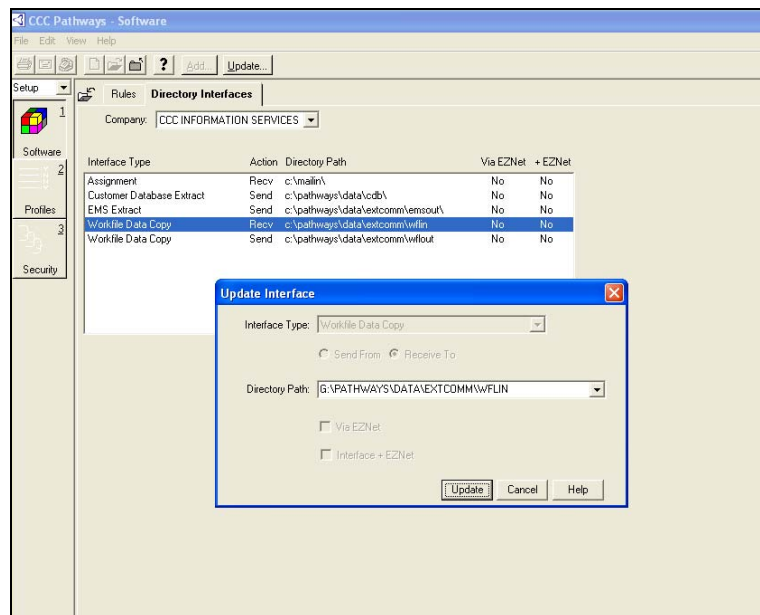
Network Users Only: Modifying Directory Interfaces

After you have upgraded to CCC Pathways version 4.3, you must ensure that the WFLIN and WFLOUT paths in Directory Interfaces point to the location of the Pathways folder on your network.

- 1 Log into CCC Pathways using “ACCESS” as your login and “PATHWAYS” as your password.
- 2 From the menu bar, select View > Setup > Software. Double-click Software Modules, then double-click Communications Software Module.
- 3 Select the Directory Interfaces tab. Review the path of Workfile Data Copy for both “Recv” and “Sent.” The default paths are:

C:\PATHWAYS\DATA\EXTCOMM\WFLIN
C:\PATHWAYS\DATA\EXTCOMM\WFLOUT

- 4 To modify the WFLIN path if needed (e.g., if your Pathways folder is located on G: rather than C:), click on it, and select the Update button from the toolbar.
- 5 The Update Interface dialog box appears. Make modifications within the Directory Path field (e.g., replace C: with G:), and click Update.
- 6 Repeat steps 4 and 5 for the WFLOUT path.



Network Users Only: Run Client Setup

If this CCC Pathways installation was an upgrade and not a new install, (i.e., the Auto Workfile Update feature has been added to the existing installation), follow these steps.

- 1 Run the CCC Pathways upgrade.
- 2 Run Client Setup on all workstations. (i.e., Select Start > Run. In the Open field, type **P:\pathways\clsetup\setup.exe** and hit the Enter key. If you have mapped to a letter other than P, substitute that letter. Follow all screen prompts.

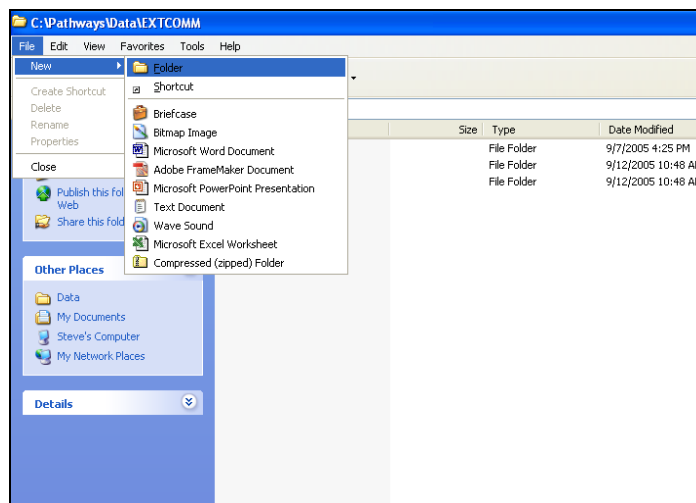
Note For more information on running Client Setup, see the “Installing Your Workstations – Client Setup” section of the *CCC Pathways Network Installation and Update Guide*, located on your CCC Pathways Resource Kit.

Creating Folders and Desktop Shortcuts

Important! If your company or office has not granted you the security rights to access the necessary folders, or if you receive an "Access Denied" error message when trying to create the shortcuts, contact your company's Information Technology (IT) specialist for help.

To create folders and desktop shortcuts for WFLIN and WFLOUT

- 1 From your Windows® desktop, double-click My Computer.
- 2 Double-click the drive where your Pathways folder resides (e.g., C:).
- 3 Double-click the Pathways folder. Then double-click the Data folder.
- 4 Double-click the EXTCOMM folder.
- 5 If you do not see a WFLIN (WFLOUT) directory, from the Menu bar, select File > New > Folder.



- 6 The folder will appear with the cursor automatically in the naming field. Type: **WFLIN**
- 7 Press the Enter key.
- 8 Right-click the WFLIN folder. From the menu that appears, select Send to > Desktop (create shortcut).
- 9 From the Menu bar, select File > New > Folder.
- 10 The folder will appear with the cursor automatically in the naming field. Type: **WFLOUT**
- 11 Press the Enter key.
- 12 Right-click the WFLOUT folder. From the menu that appears, select Send to > Desktop (create shortcut).

Optional: To create a shortcut for a USB Flash Drive

- 1 Insert the USB Flash Drive into your USB port.
- 2 Double-click My Computer, and locate the USB Flash Drive. Right click, and from the menu that appears, click Create Shortcut.
- 3 When asked if you want to create the shortcut on your desktop, click Yes.

Optional: To create a shortcut for an integrated Floppy Drive

- 1 Double-click My Computer, and locate Floppy Drive.
- 2 Right click, and from the menu that appears, select Send to > Desktop (create shortcut).

Optional: To create a shortcut for an external (i.e., USB) Floppy Drive

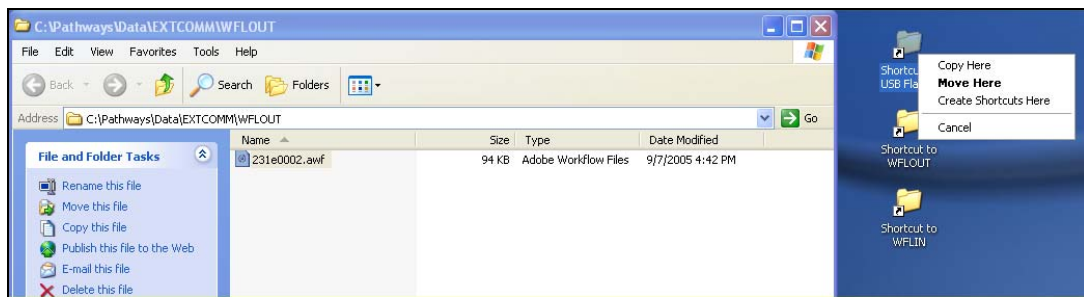
- 1 Insert the USB Floppy Drive into your USB port.
- 2 Double-click My Computer, and locate the USB Floppy Drive. Right click, and from the menu that appears, click Create Shortcut.
- 3 When asked if you want to create the shortcut on your desktop, click Yes.

Optional: Renaming desktop shortcuts

- 1 Locate the new WFLIN shortcut on your desktop. Right click the shortcut, and select Rename.
- 2 Type in a new name for the shortcut (e.g. Auto Workfile Entry IN, Workfile In, Imported Workfile, etc.).
- 3 Repeat these steps for the each of your new desktop shortcuts.

Using Auto Workfile Entry with your new shortcuts**To export a copy of a CCC Pathways workfile**

- 1 Launch CCC Pathways. Select View > In Process.
- 2 Highlight one or more workfiles. (Hold down the Ctrl button to select more than one workfile.)
- 3 Click the Copy to Dir button from the toolbar.
- 4 An Info dialog box appears that displays where the workfile copy(ies) resides (e.g., G:\PATHWAYS\DATA\EXTCOMM\WFLOUT)
- 5 To reveal your desktop, minimize or close CCC Pathways and any other programs you have open.
- 6 Double-click on the WFLOUT shortcut, locate the workfiles file(s) that you want to export (i.e., using most recent date/time), and, holding down the Ctrl key, highlight each file.
- 7 Right-click the file(s), and drag to the shortcut set up for the media (e.g., USB Flash Drive).



- 8 When you release the right button, a menu will appear. Select Move Here.

To import a copy of a CCC Pathways workfile

- 1 Click on the media shortcut where the file(s) to be imported is located.
- 2 Select the file(s), and drag/drop into the WFLIN shortcut.
- 3 Launch CCC Pathways. Select View > In Box.
- 4 CCC Pathways will import the workfile copy(ies) into your In Box or In Process, depending on your settings.

If you see any error messages, call CCC Technical Support at (800) 637-8511.