

CCC ONE STEP 1-2

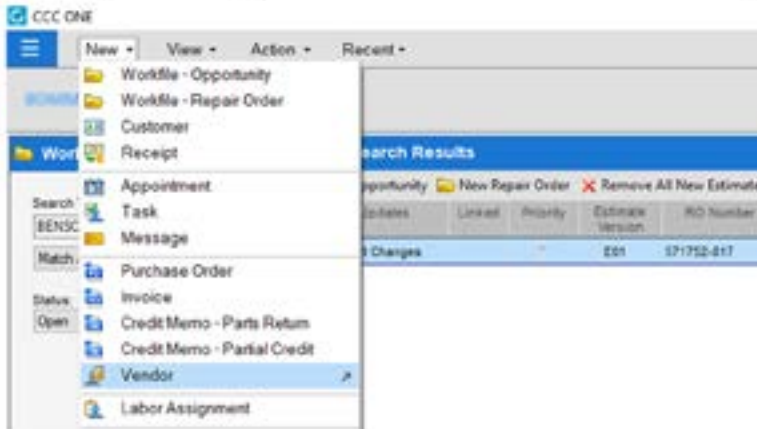


Setup Job Aid: Add Original One Auto Parts Profile to CCC ONE®

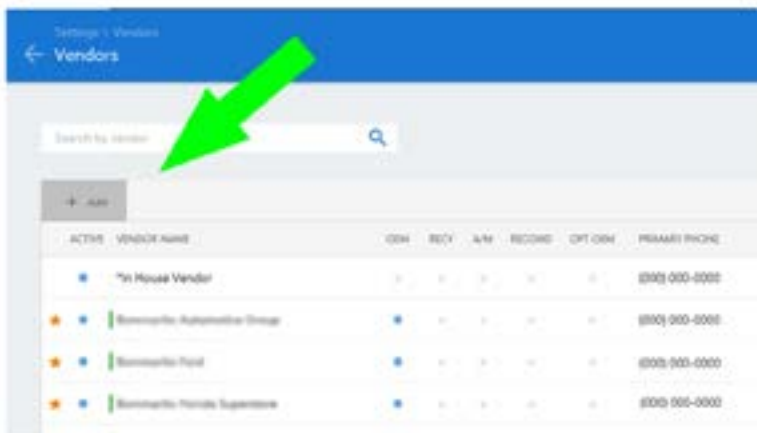
Purpose: This Job Aid demonstrates how to add the Original One Auto Parts profile not currently found in your CCC ONE Vendor List.

Procedure: Use the following steps to add the profile.

Step	Action
1	Go to the New menu and select Vendor. The New Vendor -screen displays.



Step	Action
2	Click the Add button on the vendor page. The add vendor page will display.



CCC ONE STEP 3-4

Setup Job Aid: Add Original One Auto Parts Profile to CCC ONE® (Continued)

Procedure:
(Continued)

Step	Action
3	In the "Add Vendor" window, type in Original One Parts and click Enter . Then select Original One Parts in the list below and click on the Ok in the bottom right.

The screenshot shows the 'Add Vendor' window. At the top, the search bar contains 'Original One Parts'. Below the search bar is a table of search results. The first result, 'Original One Parts', is selected. To the right of the table is a details pane showing the company name and address. At the bottom right of the window, the 'Ok' button is highlighted. Green arrows point to the search bar, the search results list, and the 'Ok' button.

Step	Action
4	Select the Locations tab next to the Vendor tab and select the Check Boxes for all locations that you would like Original One Parts added to the vendor list.

The screenshot shows the 'Locations' tab selected. A list of locations is displayed with checkboxes next to each. The checkbox for the first location is checked. Green arrows point to the 'Locations' tab and the checked checkbox.

CCC ONE STEP 5



Setup Job Aid: Add Original One Auto Parts Profile to CCC ONE® (Continued)

Procedure:
(Continued)

Step	Action
5	Select on the Vendor on the top left, select Enabled in the bottom of the General Section, select Preferred under the Preferred Vendor Section, and then click Save on the bottom right to save as a vendor.

The screenshot displays the 'Original One Parts' setup page in the CCC ONE system. The page is divided into several sections:

- Original One Parts:** A section at the top with a green arrow pointing to the 'Original One Parts' label.
- General:** A section containing a 'Enabled' checkbox, which is checked. A green arrow points to this checkbox.
- Preferred Vendor:** A section containing a 'Preferred' radio button, which is selected. A green arrow points to this radio button.
- Save:** A blue 'Save' button located at the bottom right of the page. A green arrow points to this button.

