# Claim Uploader Prerequisites and Download Instructions

SUN Collision

Version 1.3

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# Contents

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# System Prerequisites

## Requirements
- Windows 10 or Windows 11, 64-bit and 500 MB of available hard disk drive space
  - Click here for help confirming your computer meets these requirements. <Link to 02 Verify Operating System Requirements>
- Administrative rights (for setup)

## Installation steps:
1. Choose a configuration option. <Link to 03 Configuration Choices>
2. Create the SunCollisionSvcUser account. <Link to 04 Create the User Account>
3. Set up data export from estimating software.
   a. CCC One <Link to 05.1 Setup CCC ONE EMS Export>
   b. Mitchell Connect <Link to 05.2 Setup Mitchell Connect EMS Export>
   c. Audatex <Link to 05.3 Setup Audatex EMS Export>
4. Share the Extract File with the SunCollisionSvcUser account. <Link to 06 Sharing the Extract File>
5. Install the Claim Uploader Application. <Link to 07 Installing the Claim Uploader Application>

Once this is complete, estimates will upload to Sun Collision automatically. Click on the "Repair Packages" module on Sun Collision to create Repair Packages from the estimates.
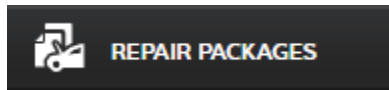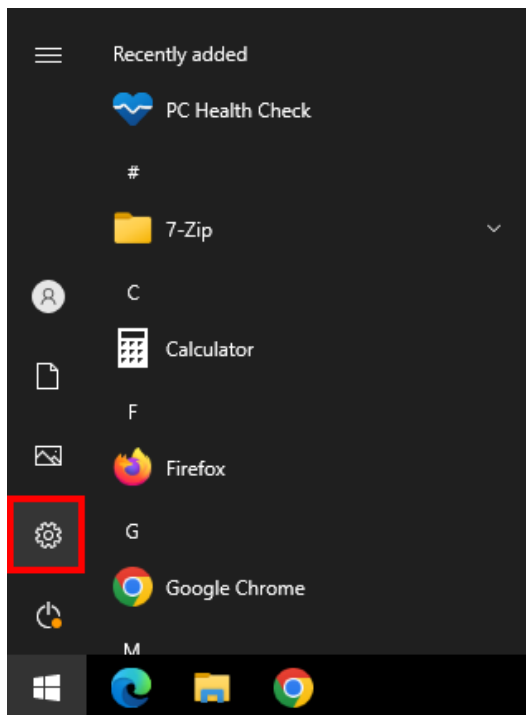
# Verify Operating System Requirements
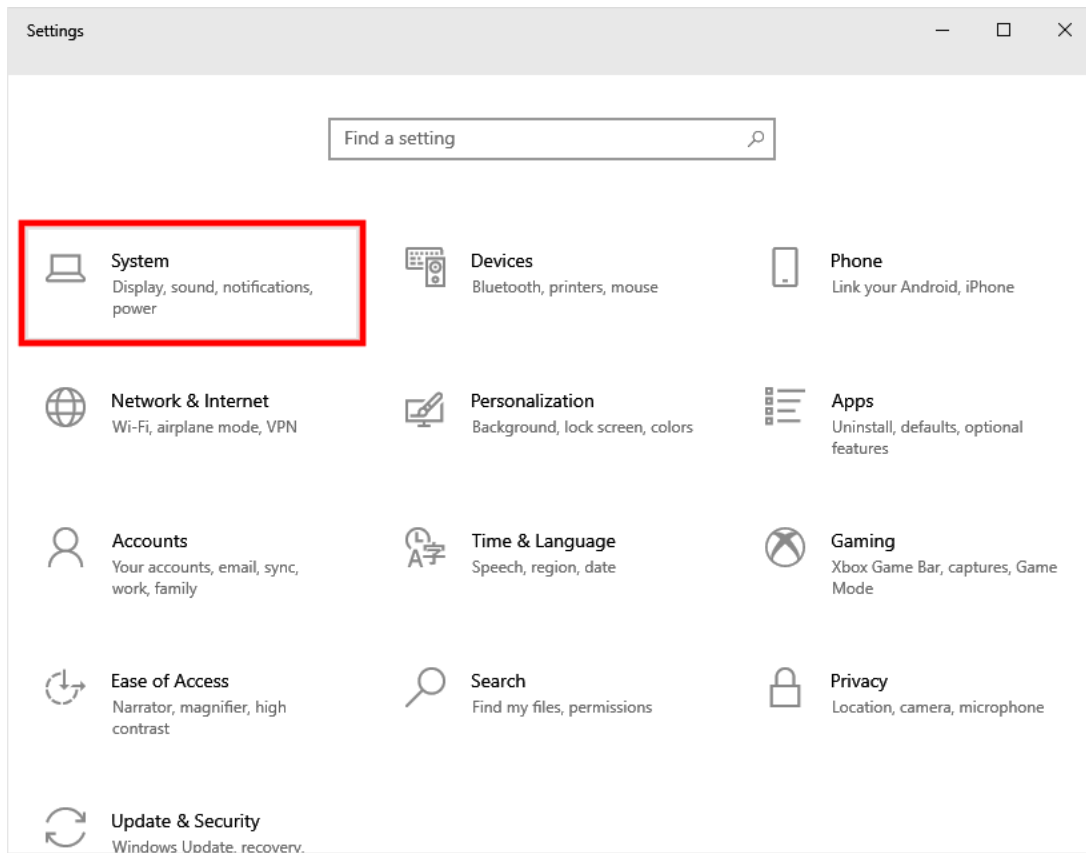## Check Operating System

1. Click on the **Start Menu** on the bottom left of the screen.
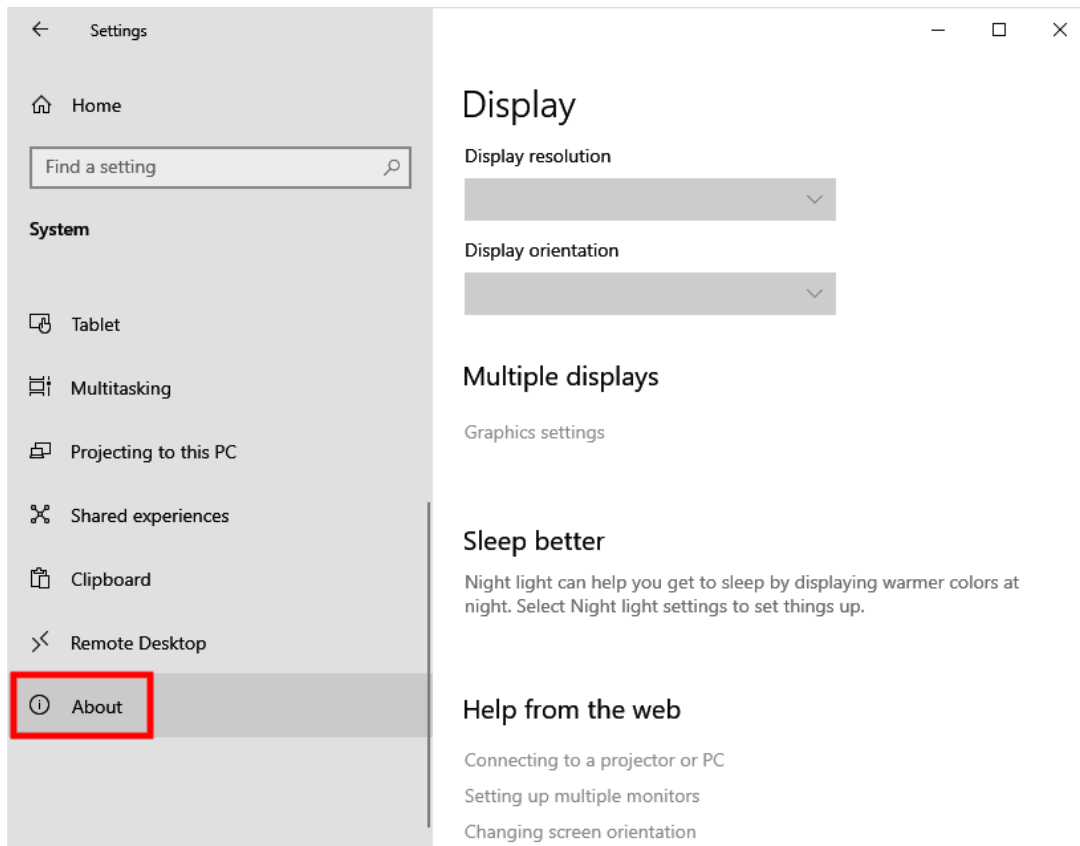
   

2. Click on the **Gear** icon on the left side to open the Settings app.

3. In the Windows Settings screen, click on **System**.

4. In the System menu, scroll down the menu on the left side and click **About**.

5. The About screen displays various pieces of information about your computer. On this screen verify that the Operating System is an edition of Windows 10 and that the System type is a 64-bit operating system.

Settings

⌂ Home

Find a setting 🔍

System

🖵 Display

🔊 Sound

🖵 Notifications & actions

☾ Focus assist

⏻ Power & sleep

▭ Storage

🖳 Tablet

🖿 Multitasking

🗗 Projecting to this PC

✖ Shared experiences

🗈 Clipboard

## About

Your PC is monitored and protected.

See details in Windows Security

### Device specifications

| | |
|---|---|
| Device name | DESKTOP-D7GR0GJ |
| Processor | 12th Gen Intel(R) Core(TM) i7-12700   2.11 GHz |
| Installed RAM | 4.00 GB (2.08 GB usable) |
| Device ID | 90846426-A380-4907-8534-61282A61F878 |
| Product ID | 00331-10000-00001-AA862 |
| System type | 64-bit operating system, x64-based processor |
| Pen and touch | No pen or touch input is available for this display |

Copy

Rename this PC

### Windows specifications

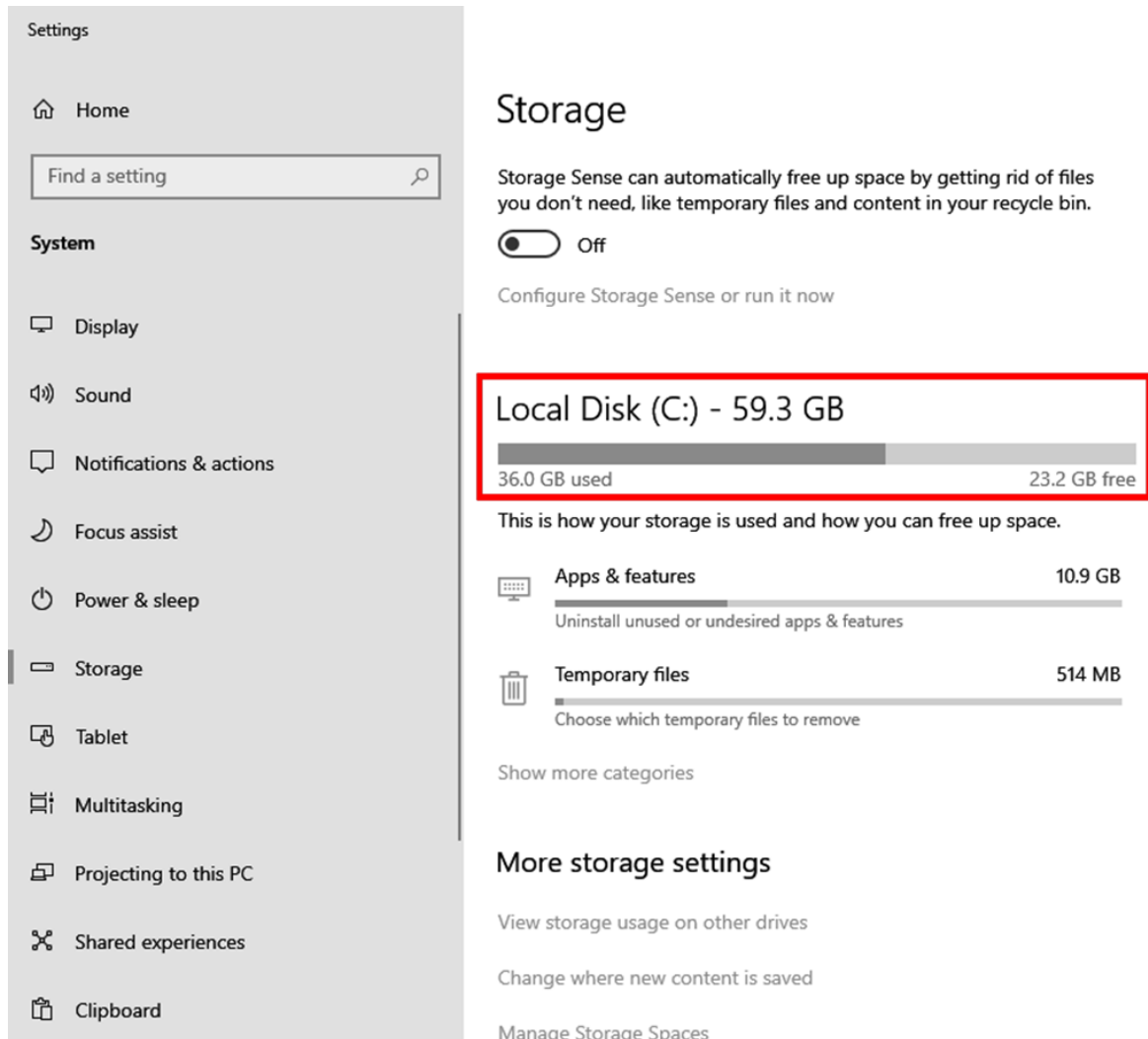| | |
|---|---|
| Edition | Windows 10 Pro |
| Version | 22H2 |
| Installed on | 9/28/2021 |
| OS build | 19045.2604 |
| Experience | Windows Feature Experience Pack 120.2212.4190.0 |

# Check Available Disk Space

6.  Left click Storage on the left side of the Settings window.
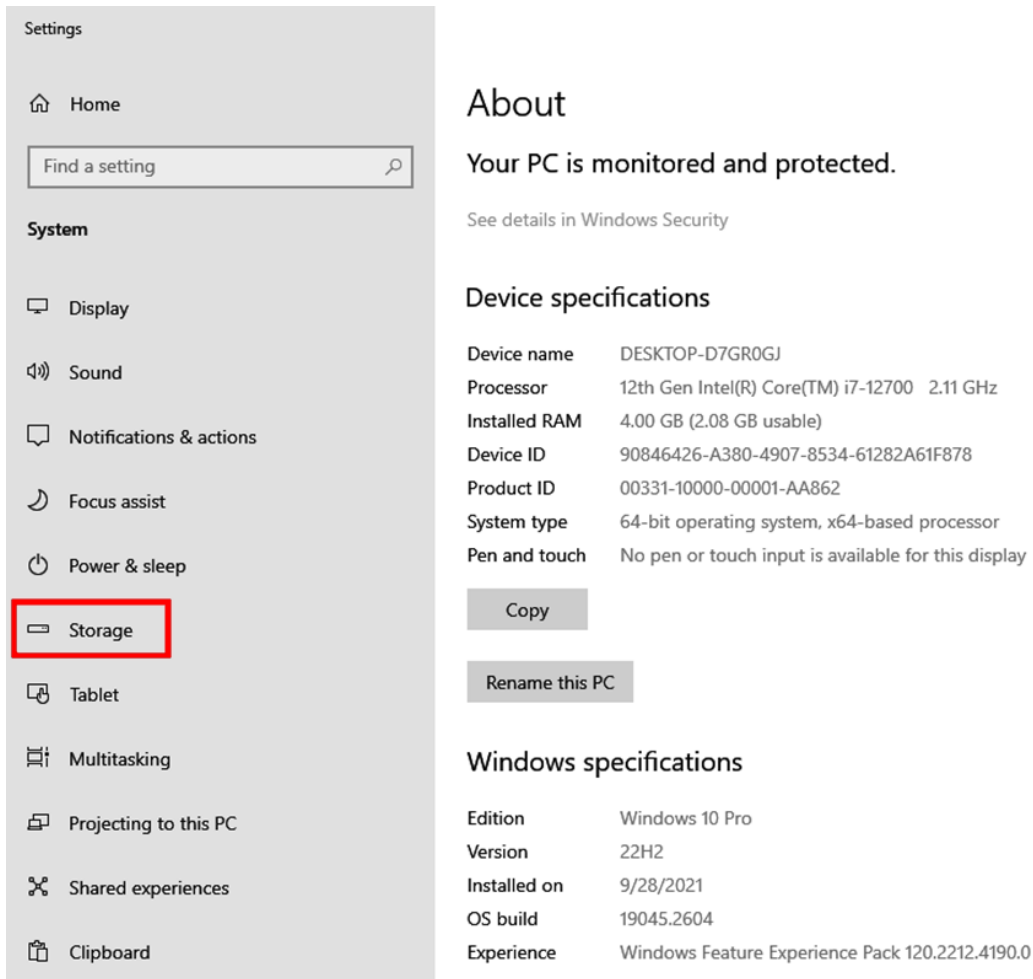
7. The Storage category shows the available disk space on your primary hard drive. Space is shown in Gigabytes (GB). 1 GB is equal to 1000 Megabytes (MB). This application requires 500 MB (0.5 GB).

# Configuration Choices

Setup varies depending on how you would like to configure the uploader.

## Single Computer

If only one computer is used, then the estimating application, EMS export files, SunCollisionSvcUser, and Claim Uploader will all be set up on that one computer.
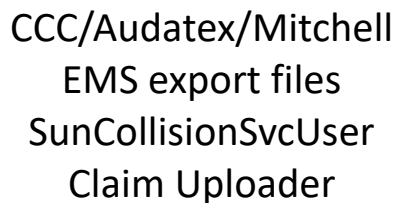
CCC/Audatex/Mitchell
EMS export files
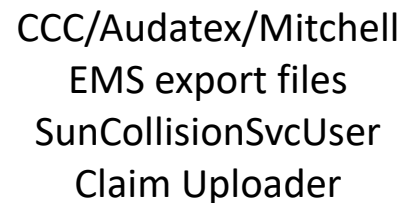SunCollisionSvcUser
Claim Uploader

## Multiple computers, independent

Multiple computers can be set up independently. Each one will have the estimating application, EMS export files, SunCollisionSvcUser, and Claim Uploader.

CCC/Audatex/Mitchell
EMS export files
SunCollisionSvcUser
Claim Uploader

CCC/Audatex/Mitchell
EMS export files
SunCollisionSvcUser
Claim Uploader

# Multiple computers, shared data storage

Multiple computers can be set up to share data storage and upload the claims from a single instance.

EMS export files
SunCollisionSvcUser

CCC/Audatex/Mitchell

SunCollisionSvcUser
Claim Uploader

CCC/Audatex/Mitchell
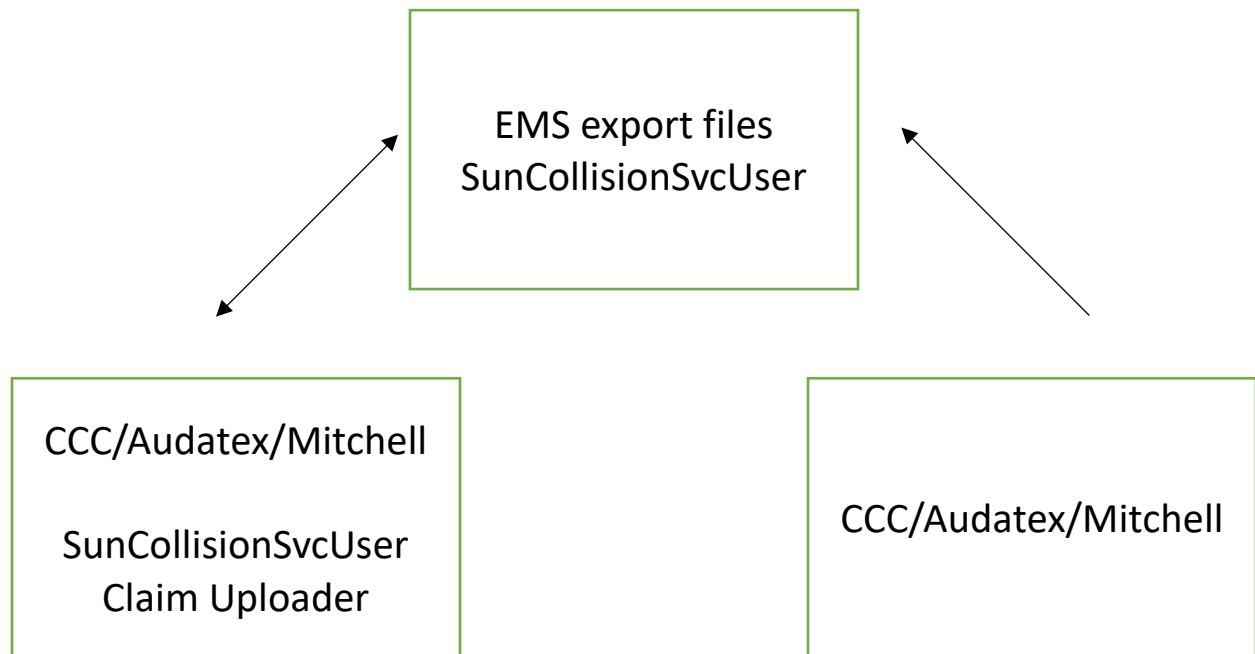
# Create the User Account

## Goals

- Create a user account with the username: SunCollisionSvcUser
  - This username is **required**. It must be entered exactly as shown above.
  - The user must be a local administrator.
- Create a unique password for this user and document securely.

## How to Create the User

1. Left click the Start Menu on the bottom left of the screen and left click the gear icon on the left side.
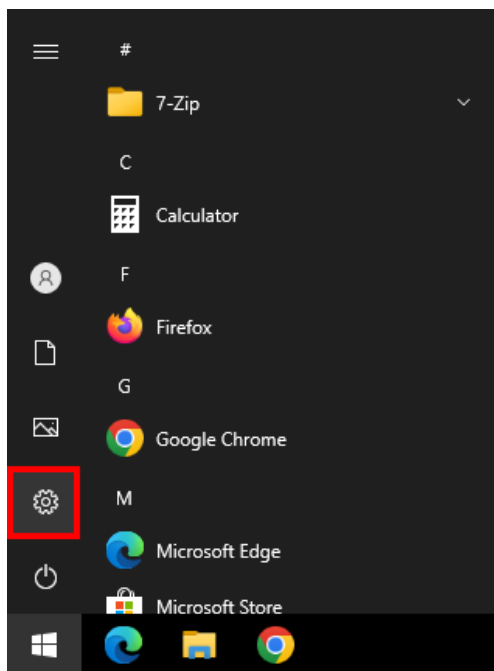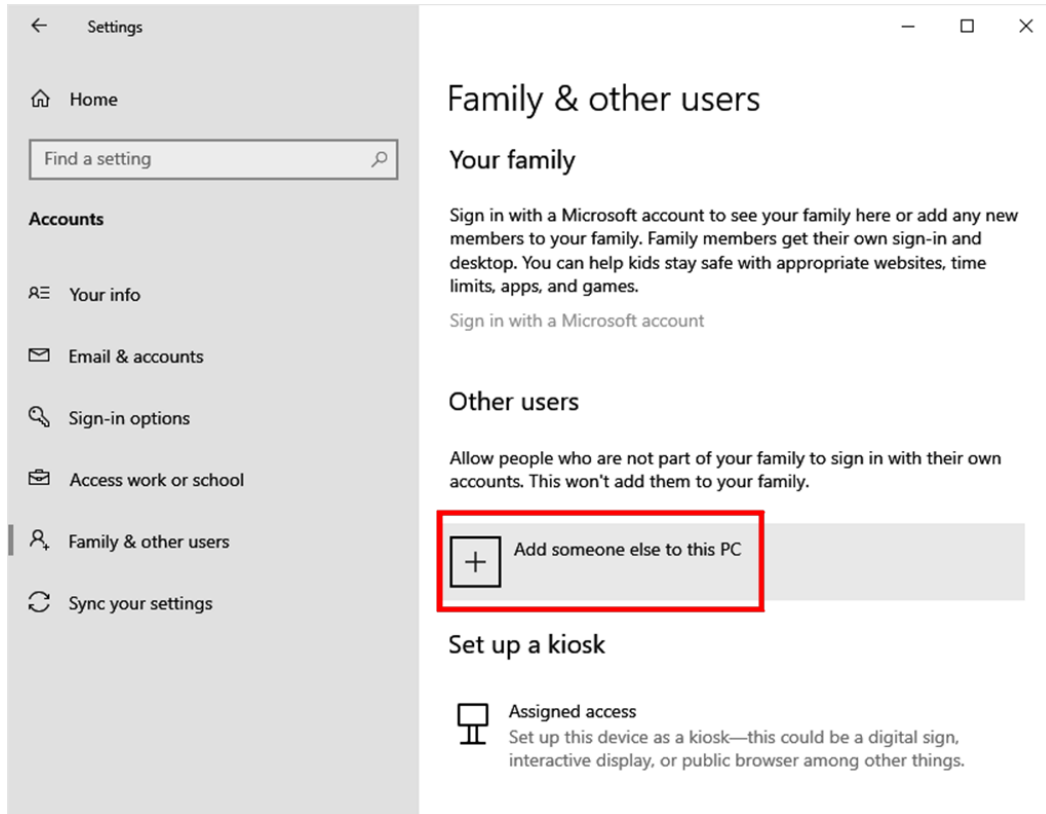
2. On the Windows Settings page, left click **Accounts**.
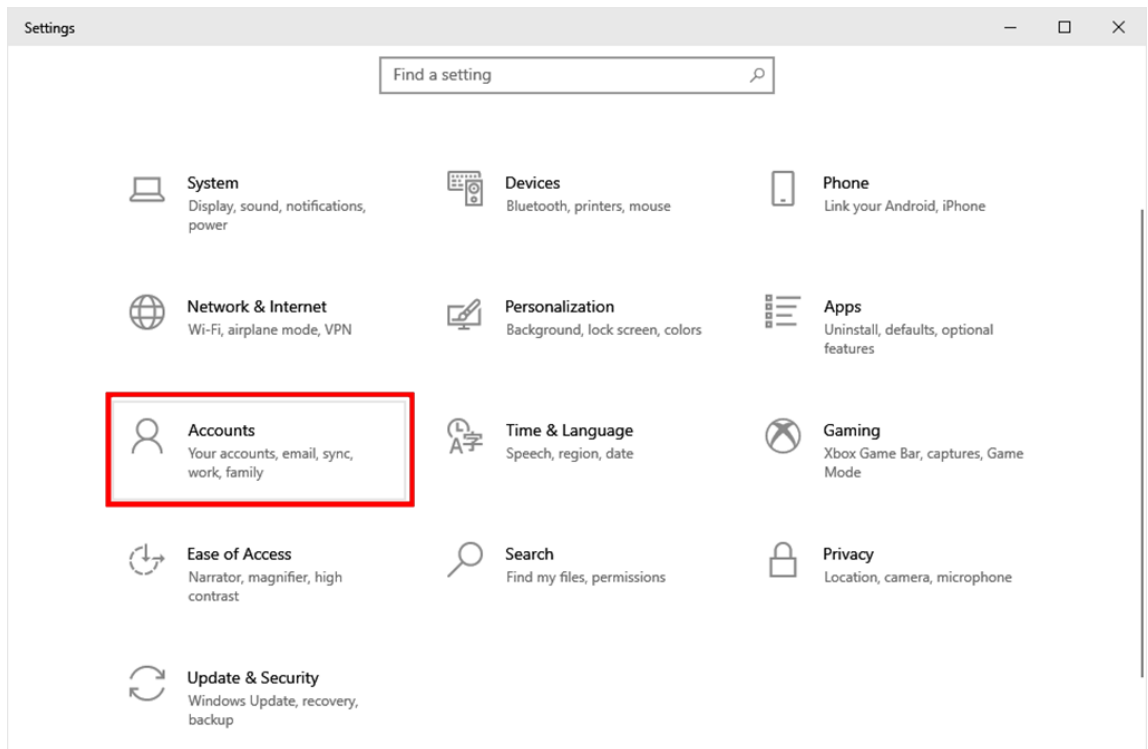
3. On the Accounts page, left click on **Other users** or **Family & other users** on the left side.
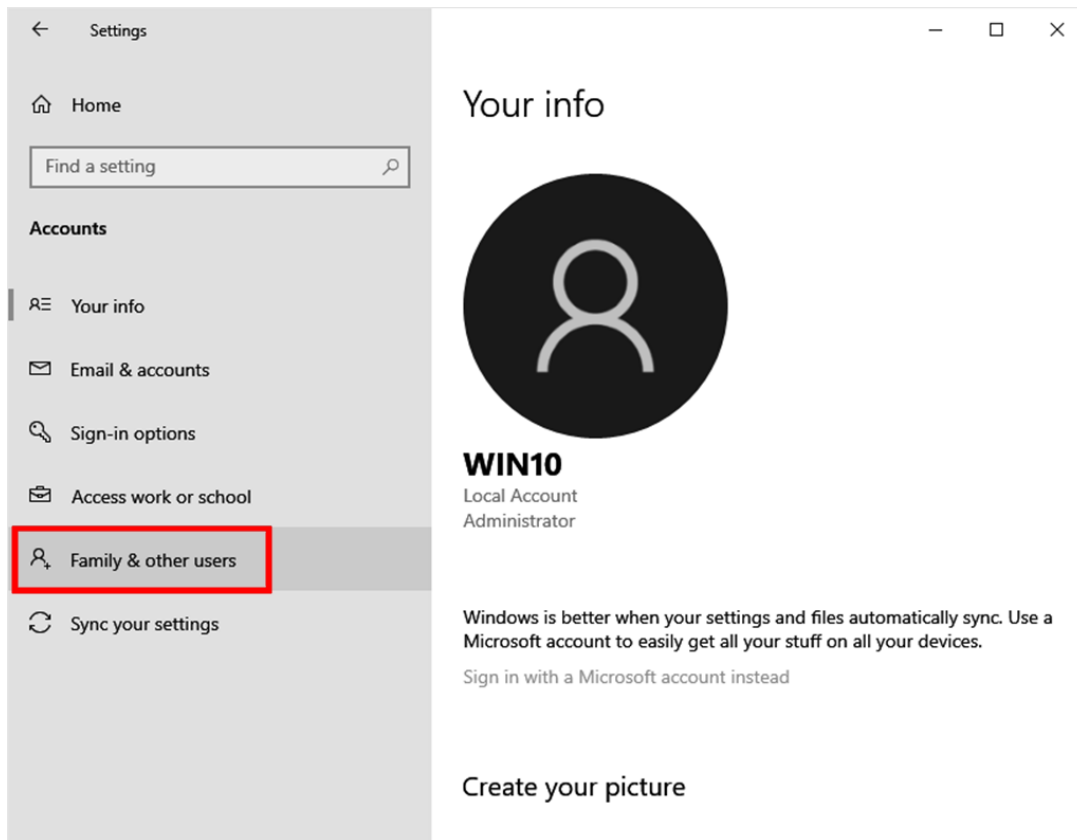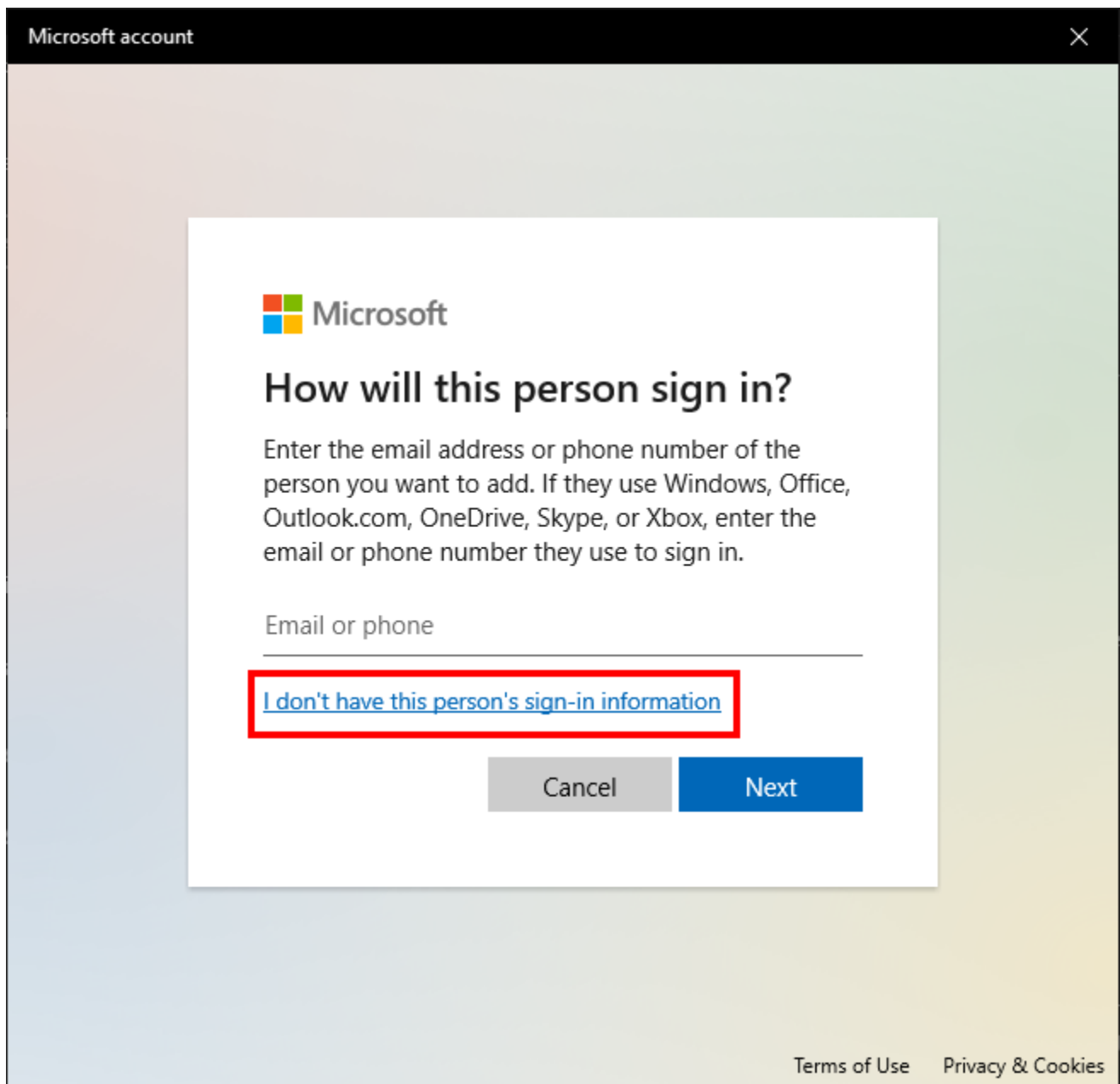
4.  On the Accounts page left click **Add someone else to this PC**.

5. In the Login pop-up, left click **I don't have this person's sign-in information**.

6. Left Click **Add a user without a Microsoft account.**

7. Enter <u>SunCollisionSvcUser</u> in the username field under **Who's going to use this PC?** The username must be entered <u>exactly</u> as shown. Create a unique password for the account as well as a password hint or security questions. Document the password securely for future use. When all fields are filled out, click **Next**.

Microsoft account                                                                                              ✕

## Create a user for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

**Who's going to use this PC?**

SunCollisionSvcUser                                                              ✕
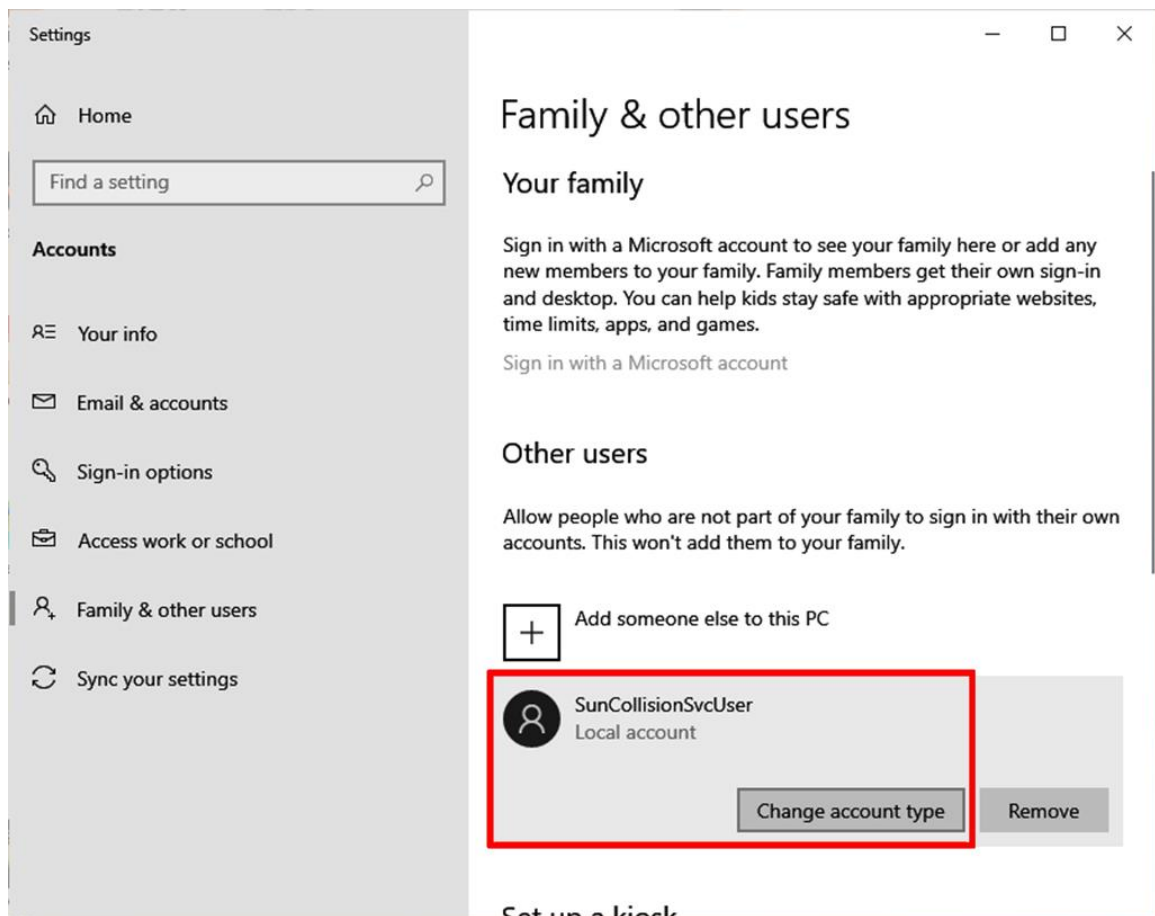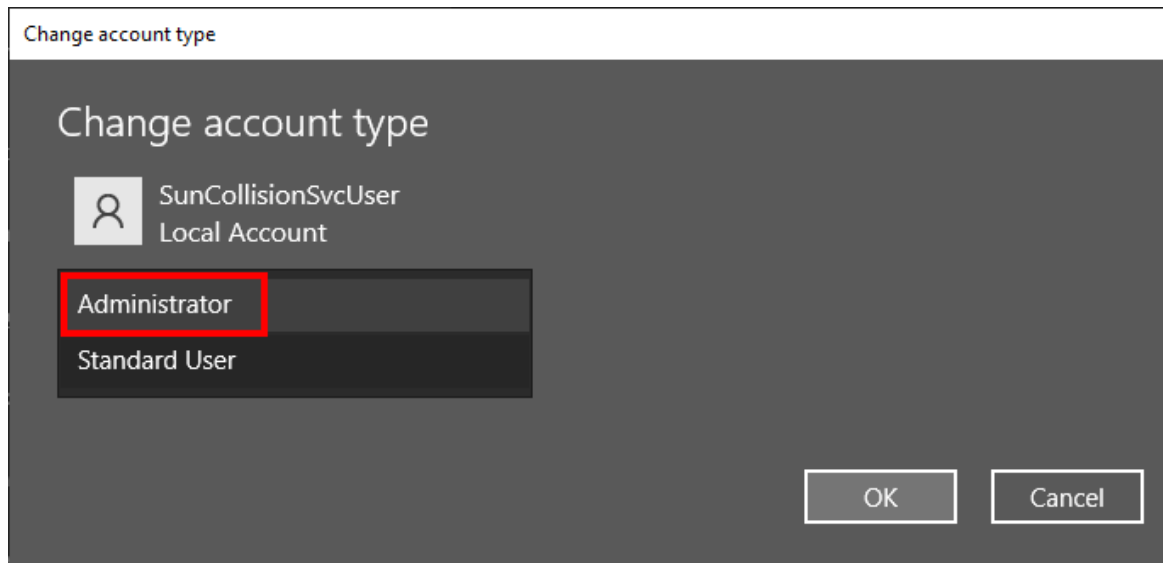
**Make it secure.**

Enter password

Re-enter password

Next          Back

8. The popup will close. The user <u>SunCollisionSvcUser</u> will show under Other users. Left click on the account name and left click **Change account type**.
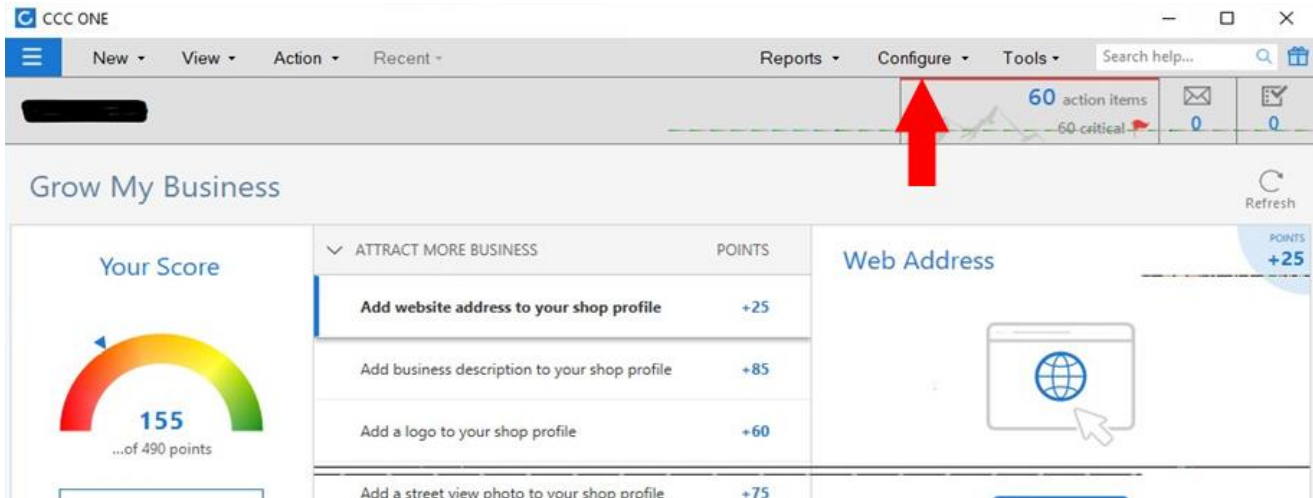
9. In the Change account type popup, choose **Administrator** in the dropdown list and click **OK**.
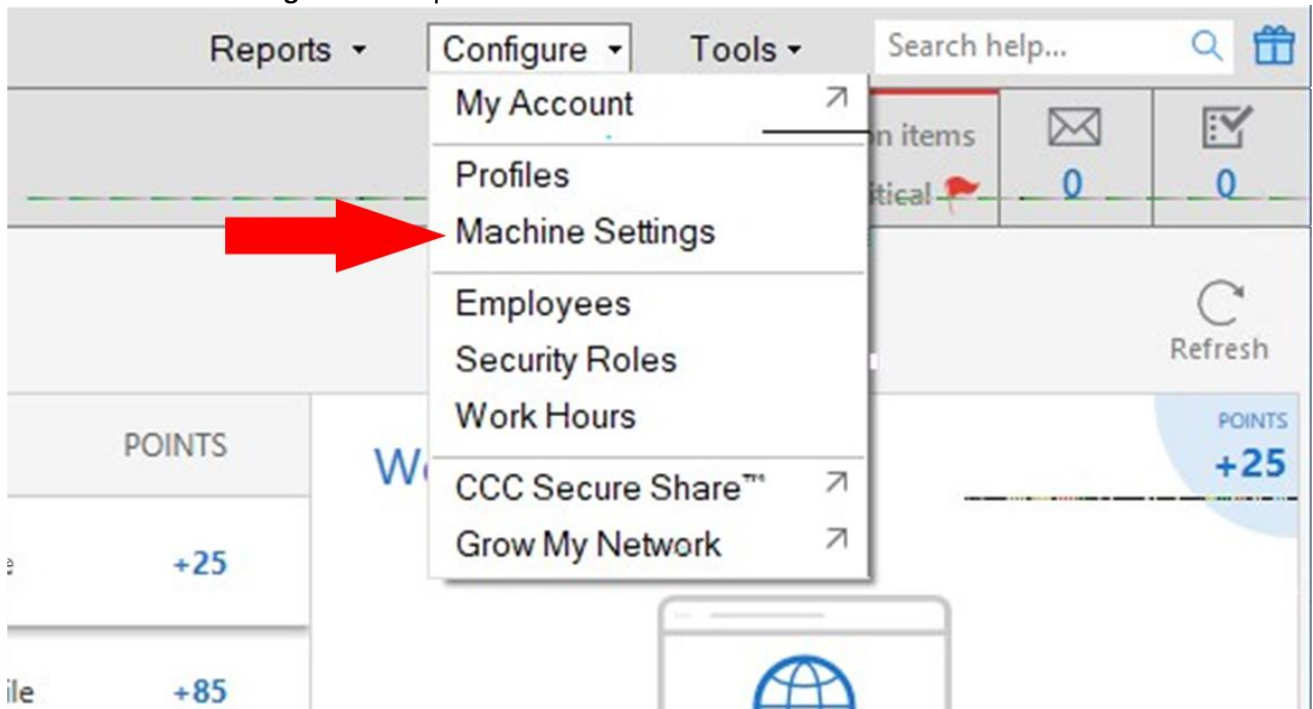


10. Verify that the account type has changed to **Administrator**.
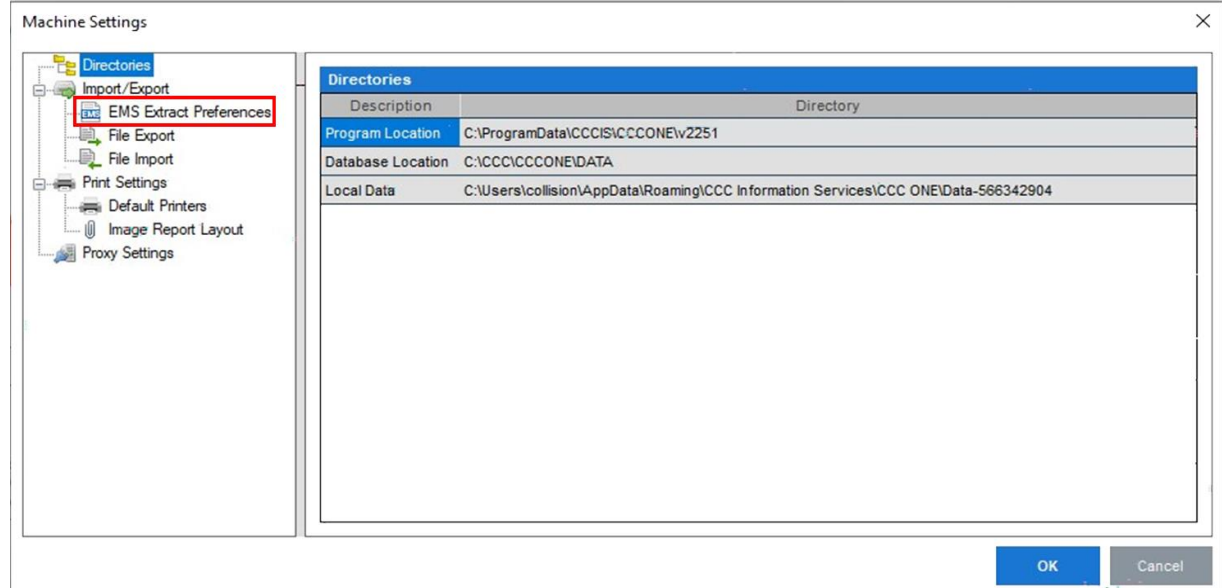
# Setup CCC ONE EMS Export

1. Open CCC One estimating program. At the Home screen locate the **Configure** tab in the upper right-hand corner. Click the down arrow to open this tab.
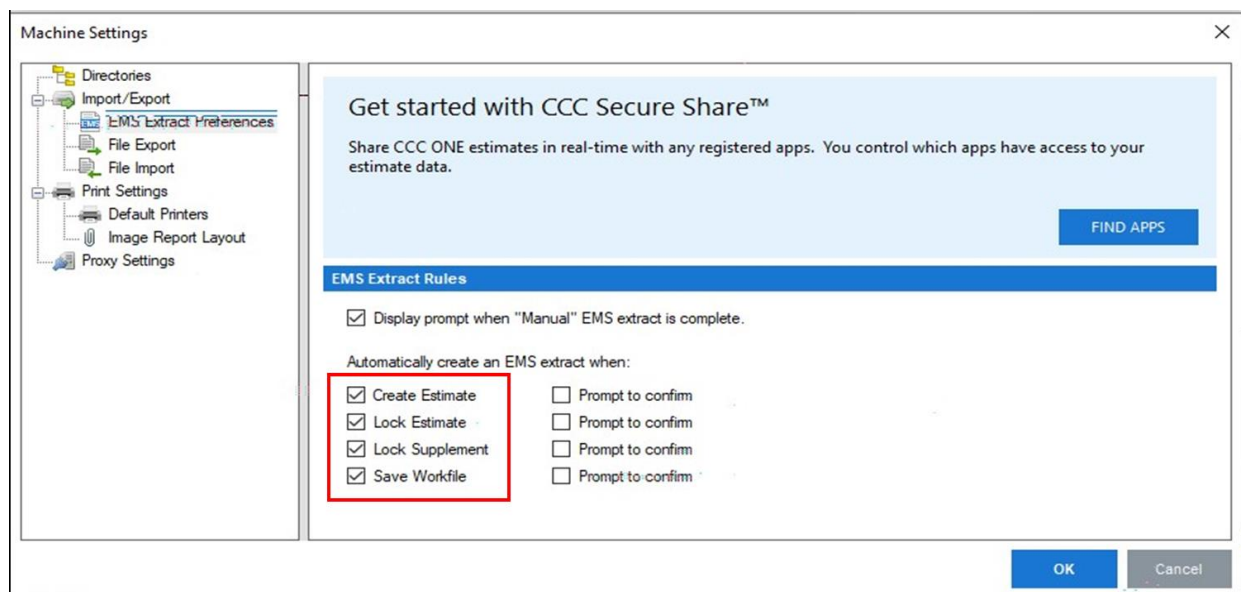


2. Choose **Machine Settings** in the dropdown.

3. In the Machine Settings screen, select **EMS Extract Preferences** under the Import/Export Heading.



4. On the EMS Extract Preferences page, check the boxes to automatically create an EMS extract when:
   a. **Create Estimate**
   b. **Lock Estimate**
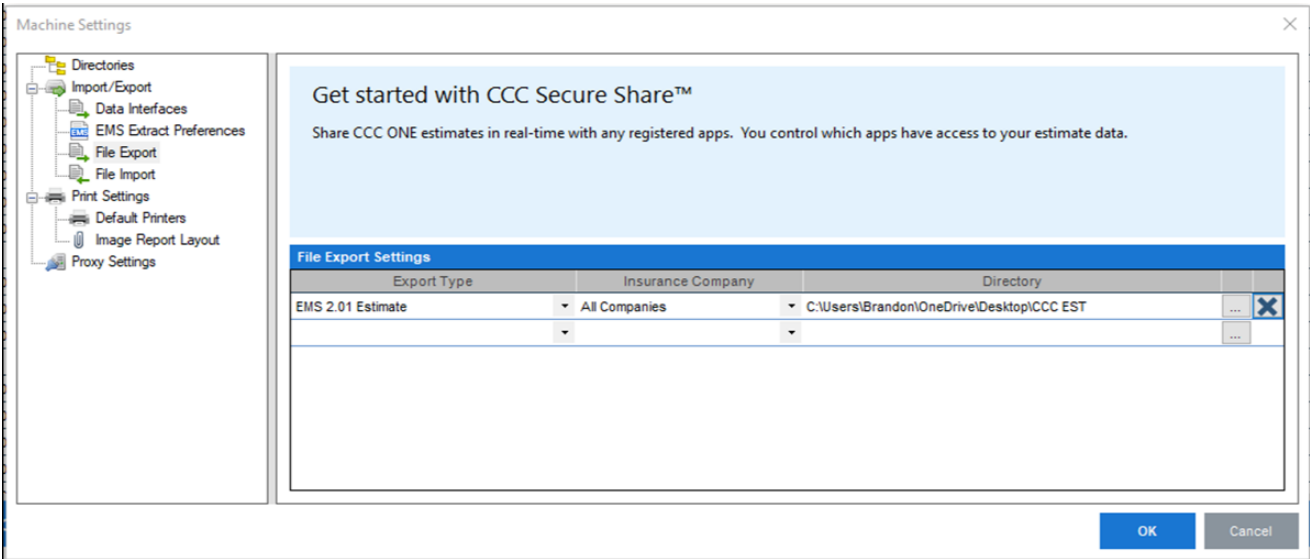   c. **Lock Supplement**
   d. **Save Workfile**

5. Next, select **File Export** from the left side menu under Import/Export.
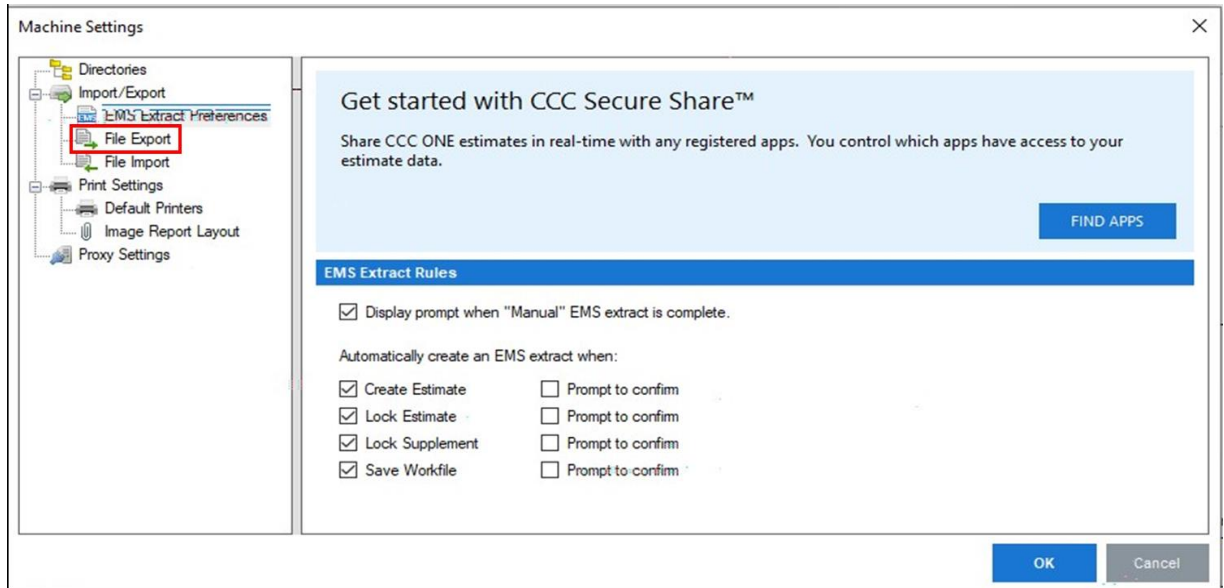


6. On the File Export page, if the Extract location has not been previously created use the following process to create an extract location.

    a. Under **Export Type** click on the arrow and select **EMS 2.01 Estimate**. If you do not see it, click on the three dots on the right of the first open field.
    b. In the second field **Insurance Company** select **All Companies**.
    c. In the third field **Directory** click on the three dots at the right of the field and select the desired destination for your export files. If one does not exist you can create a file in a desired location of your choosing. In either event, record the Extract File location accurately for future use.
    d. The set-up of the extract file on a multi-computer system should be performed in a location accessible by all computers using the system. The recommendation is to set this location on the computer that is the main host of the CCC program.

Once this machine has been located follow the set-up procedure described above to set up the extract location.

# Setup Mitchell Connect EMS Export

1. Open the Mitchell Connect WIP Screen.

2. Open any repair order.
3. From the Job Overview screen, select **Continue Estimate**.



4. From the Estimates screen, select the down arrow on the Export EMS button at the top of the screen.
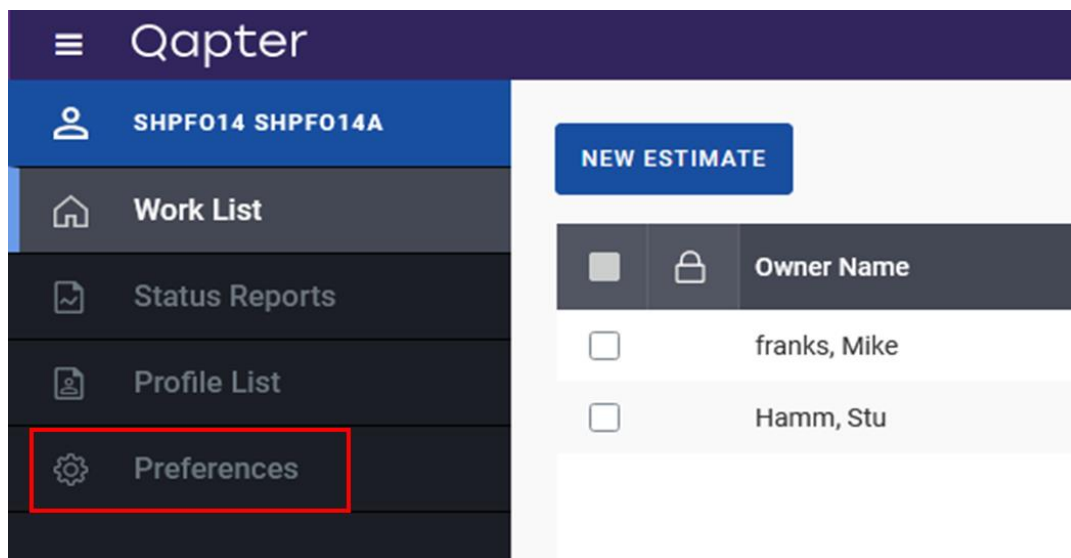
5. In the dropdown menu, select **Export EMS**.
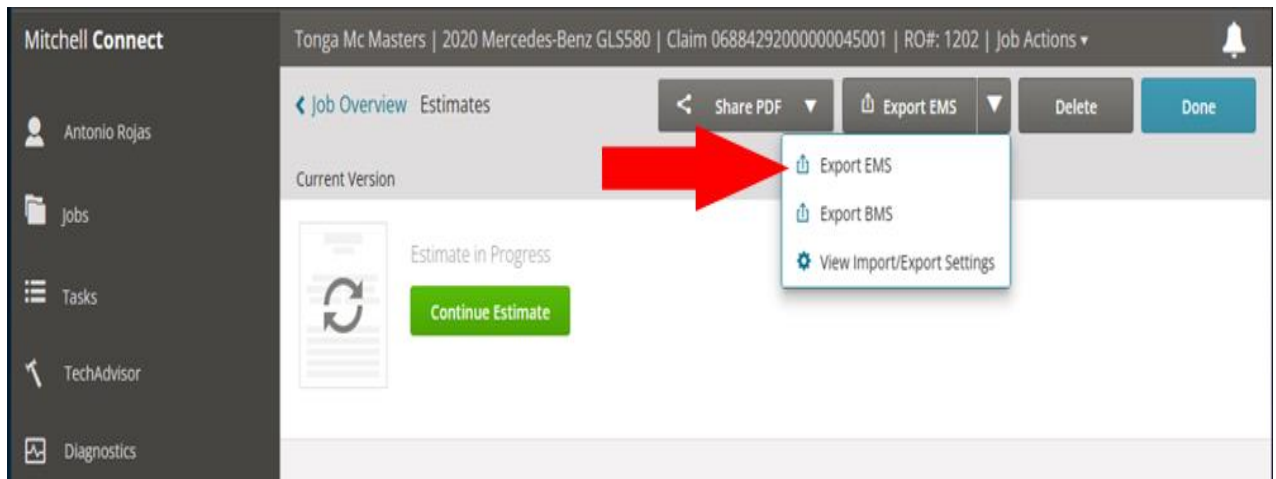


6. In the open dialog box under the EMS Export tab verify the existing EMS export location.
Document this location for future use.
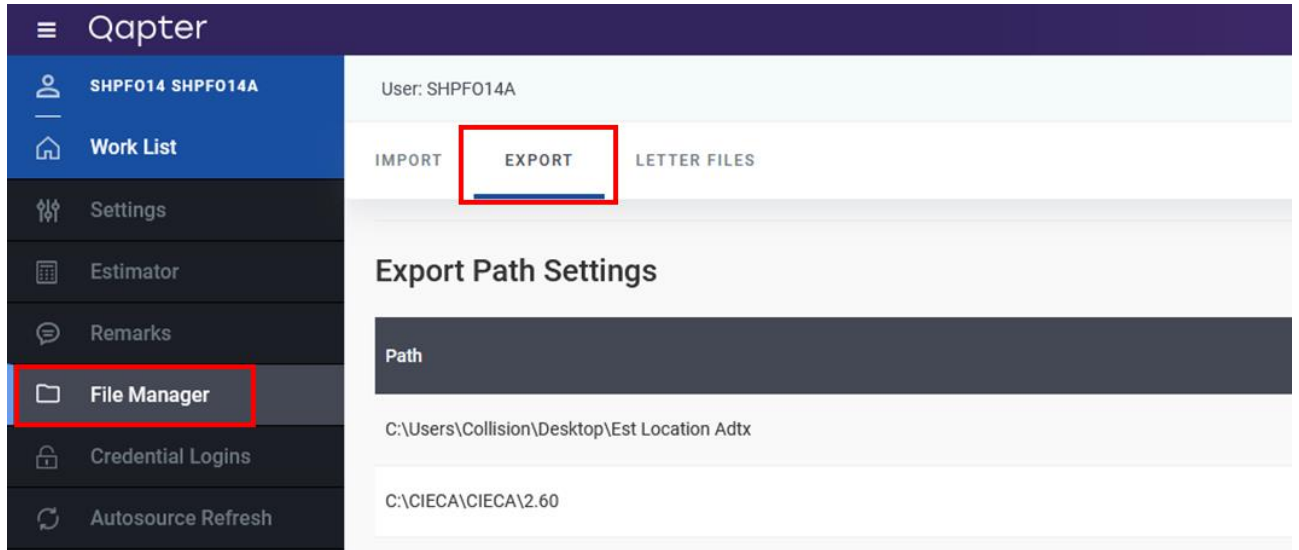   a. If a location does not exist, click **Browse for Location** to set one.
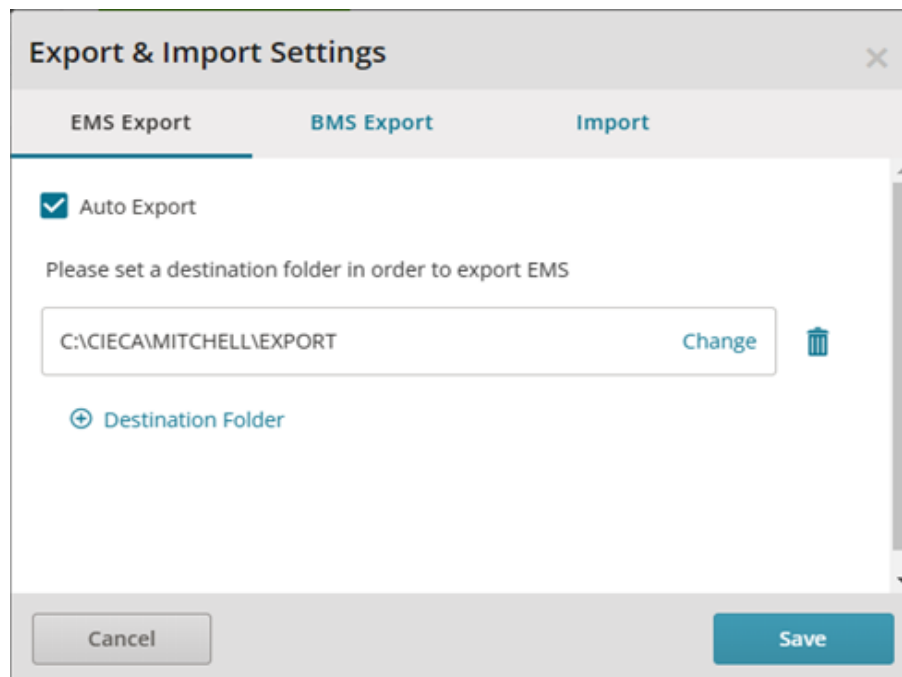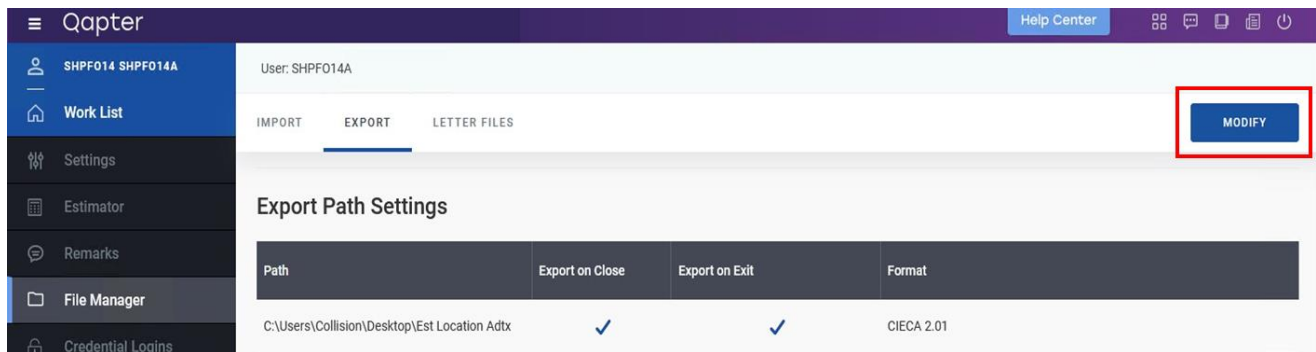
# Setup Audatex EMS Export

1. Open Audatex estimating software to the WIP screen.
2. In the menu on the left, select **Preferences**.

3. In the Preferences menu, select **File Manager.**

4. Select **Export** at the top of the page.



5. Click **Modify** on the top right to open the Audatex File Manager.

6. On the File Manager page select **Export Setting** to display the export path settings options. Click **Browse** to select the location of the extract file.
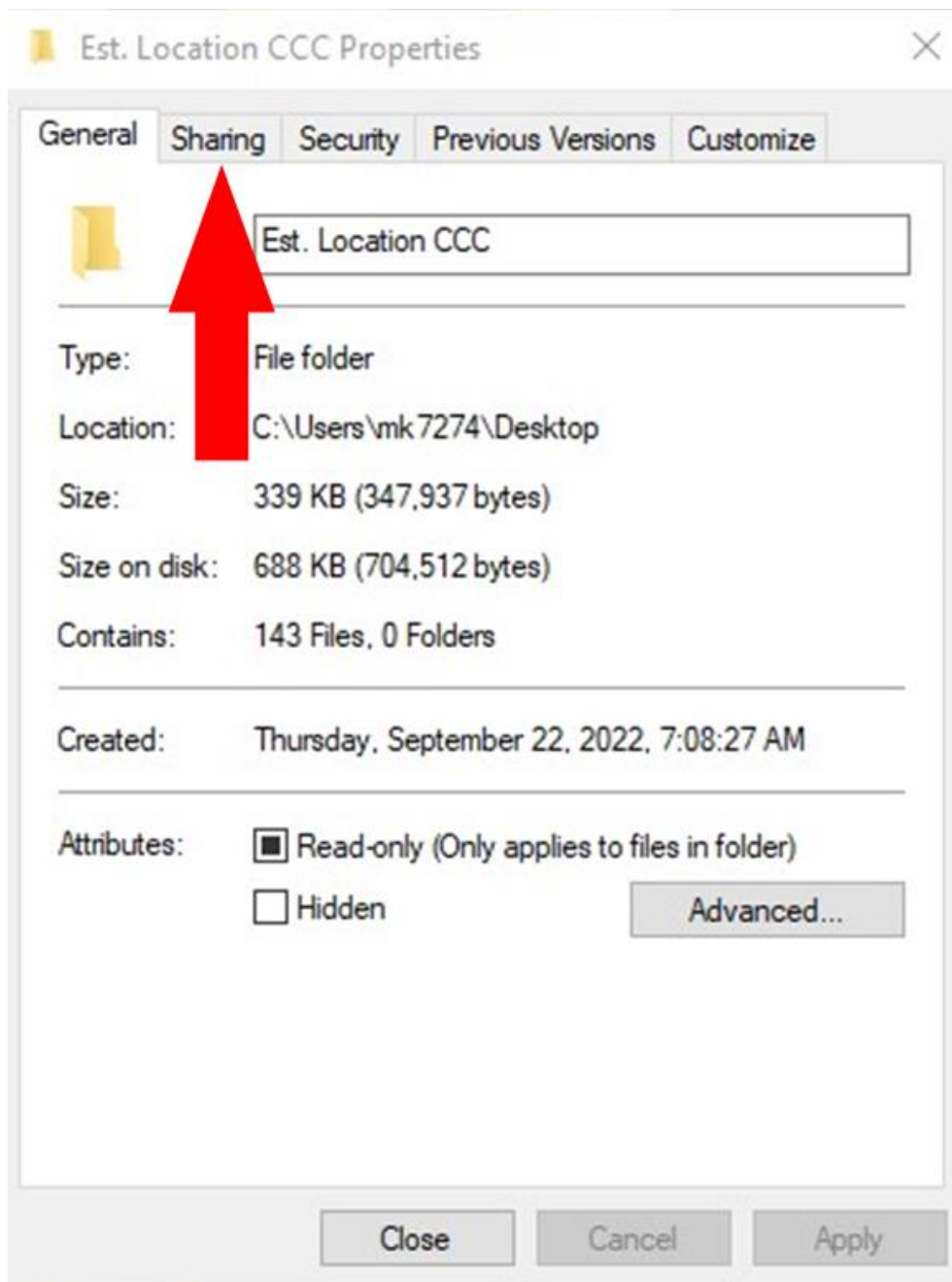
# Sharing the Extract File

Once the Extract file has been created and identified it must be made shareable.

1. Right click on the file location where the extract data files live and select **Properties** from the dropdown.
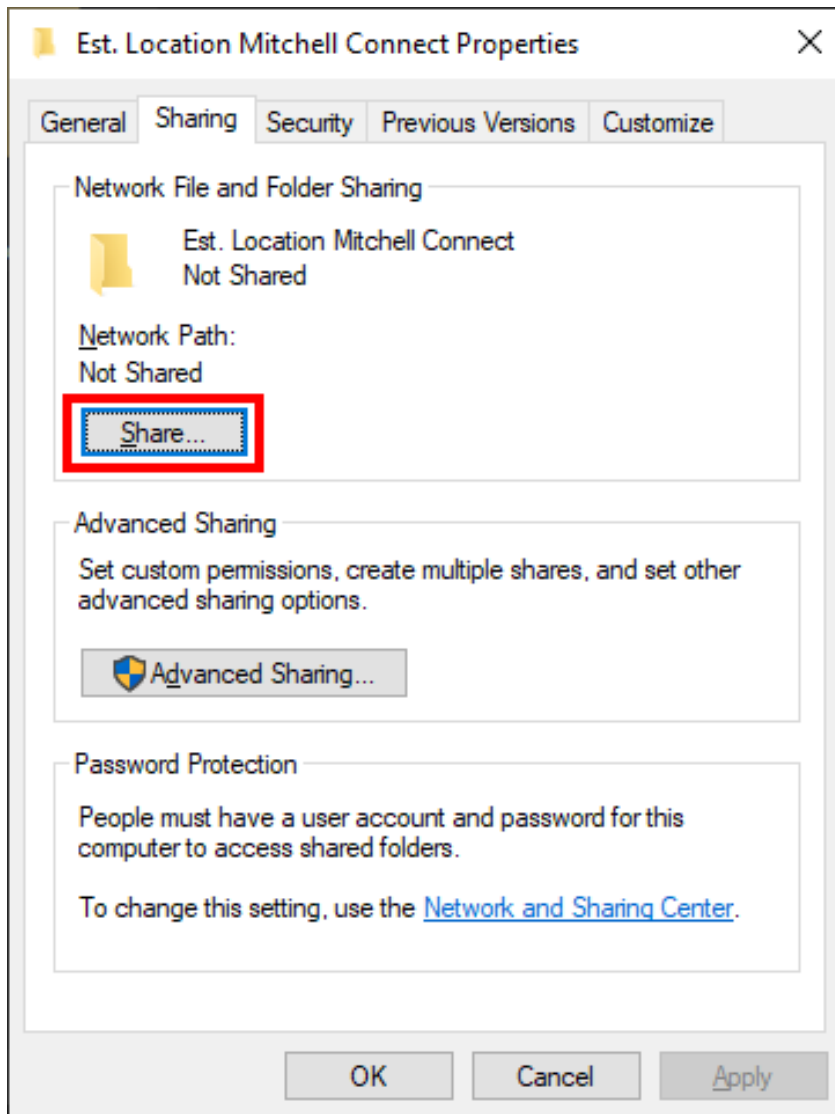
2.
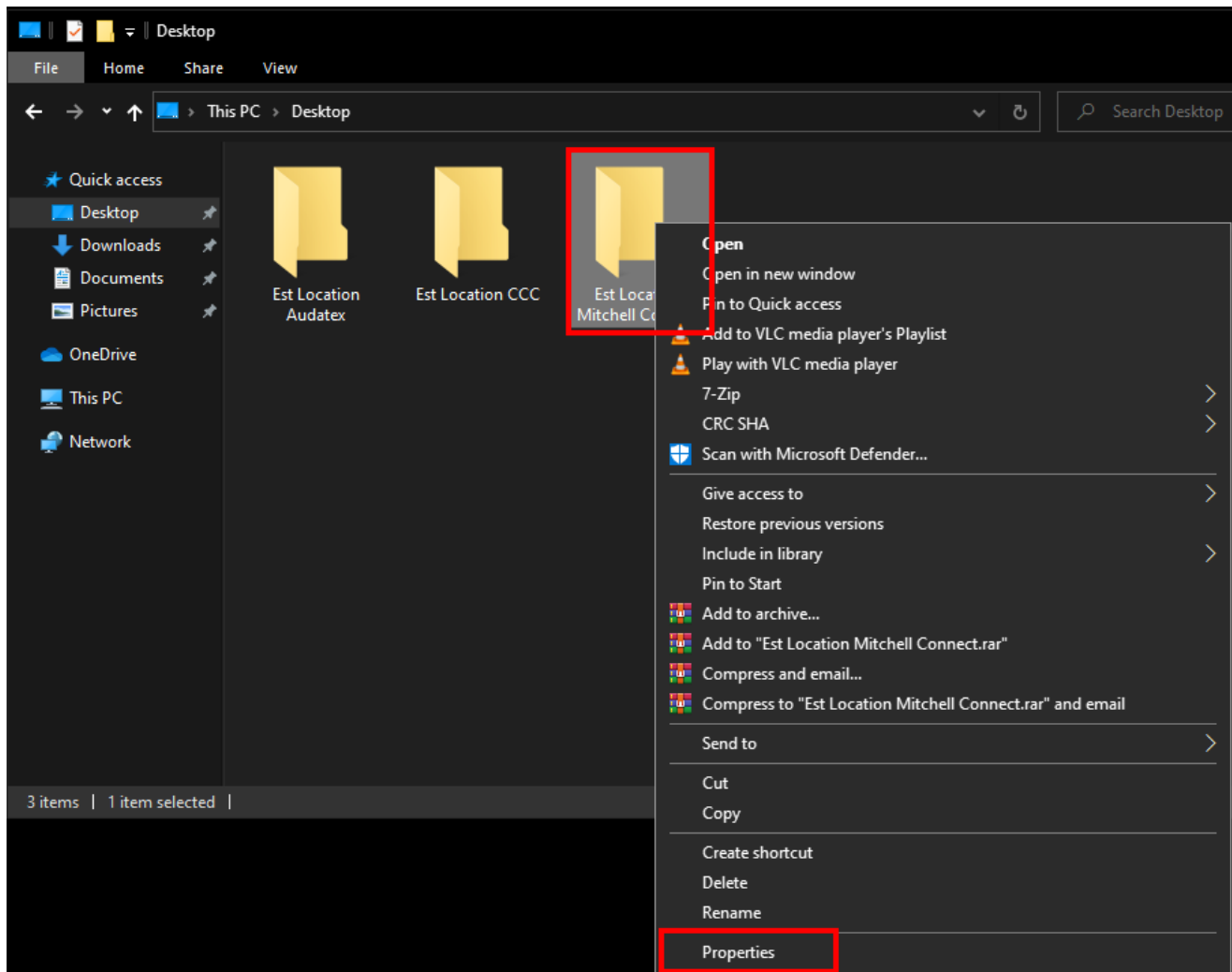
3. Click on the **Sharing** tab.

4. Under Network File and Folder Sharing, click **Share...**

5. In the Network access dialog, enter SunCollisionSvcUser, then click **Add**.

6. SunCollisionSvcUser will be added to the list. Click **Share** to save.

7.  You should see a message verifying the shared status of the new user. Click **Done** once complete.
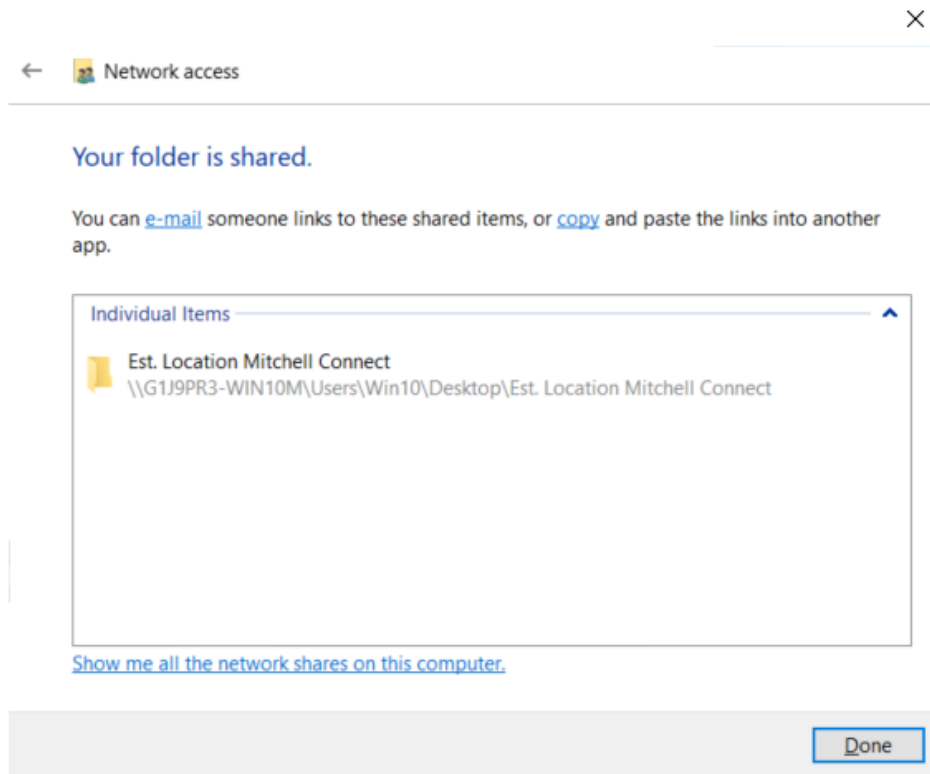
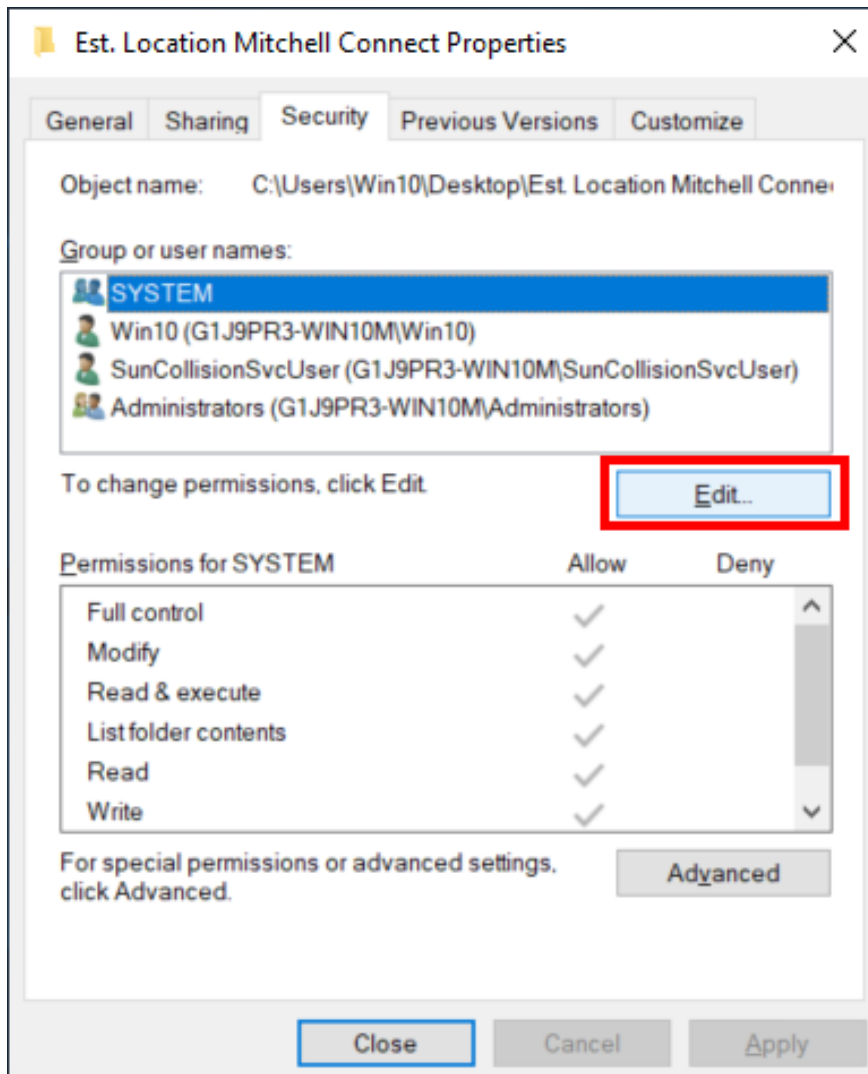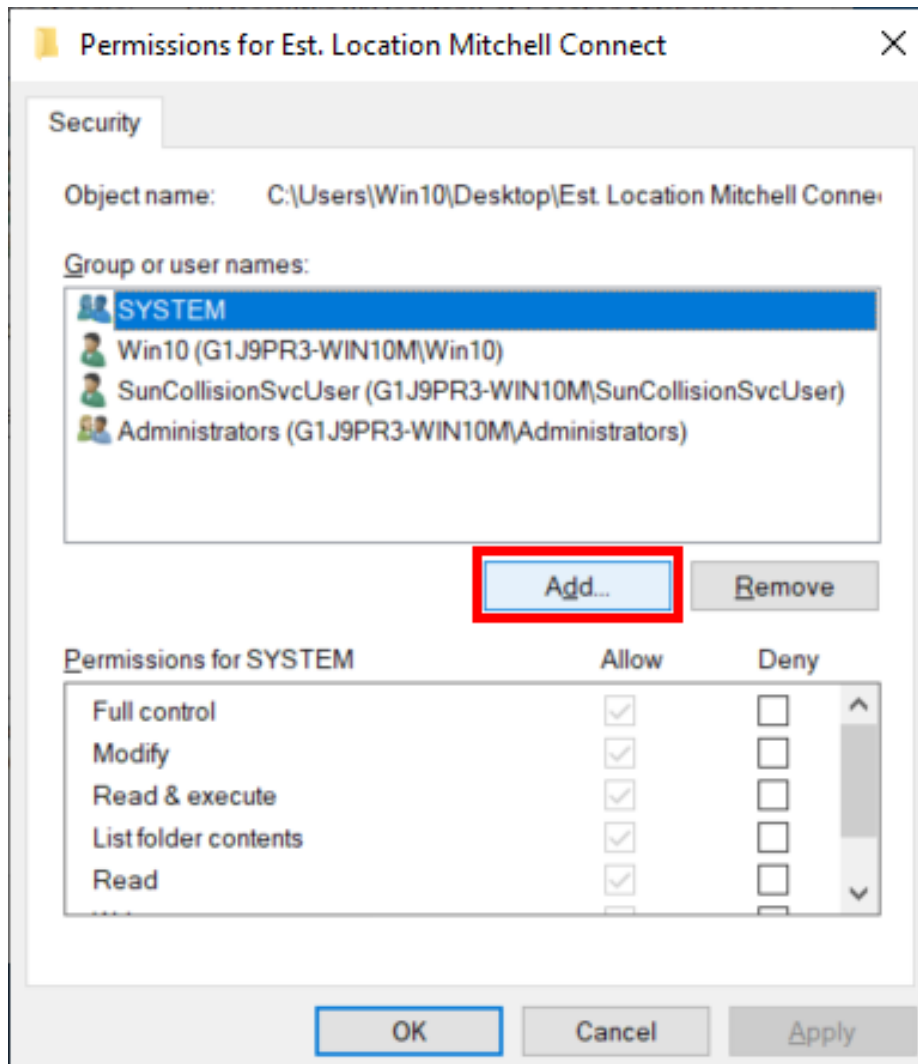8. The Network access dialog will close and you will return to the Properties dialog. Click on the **Security** tab at the top.
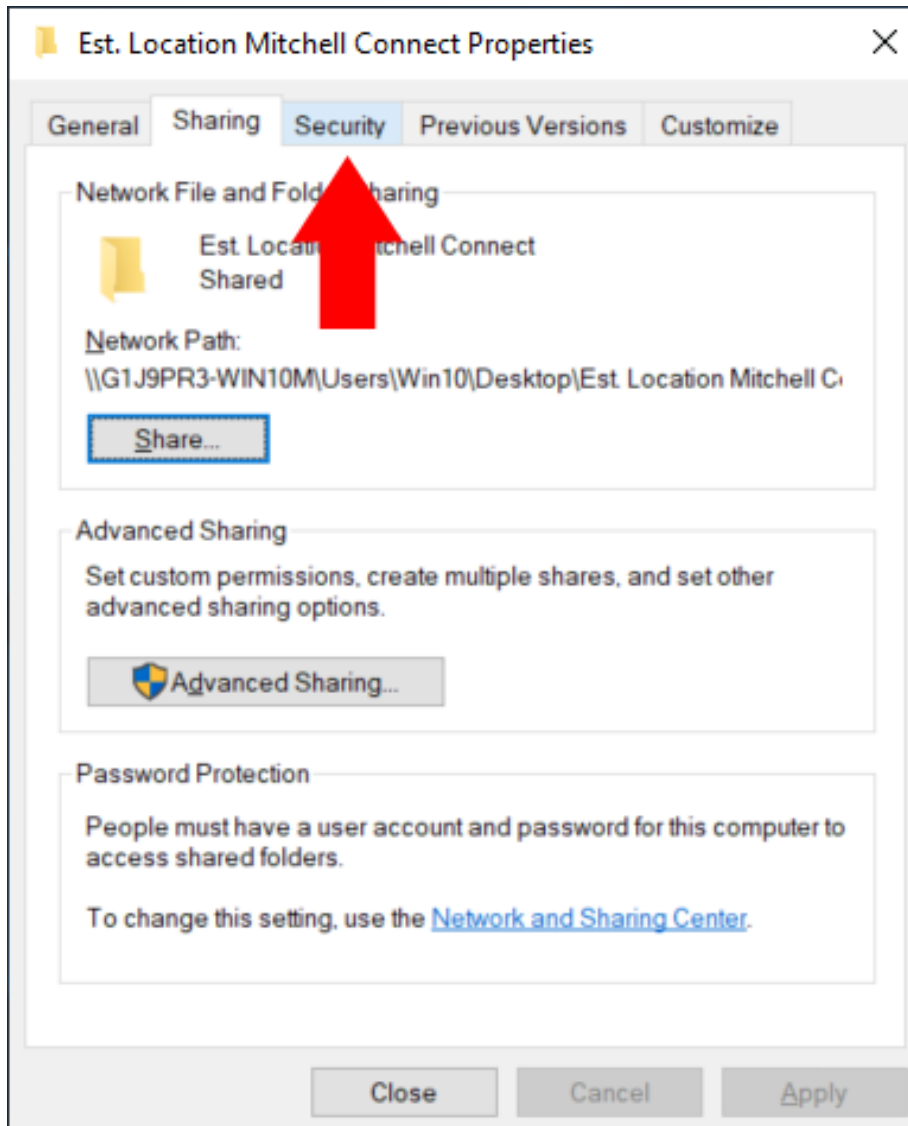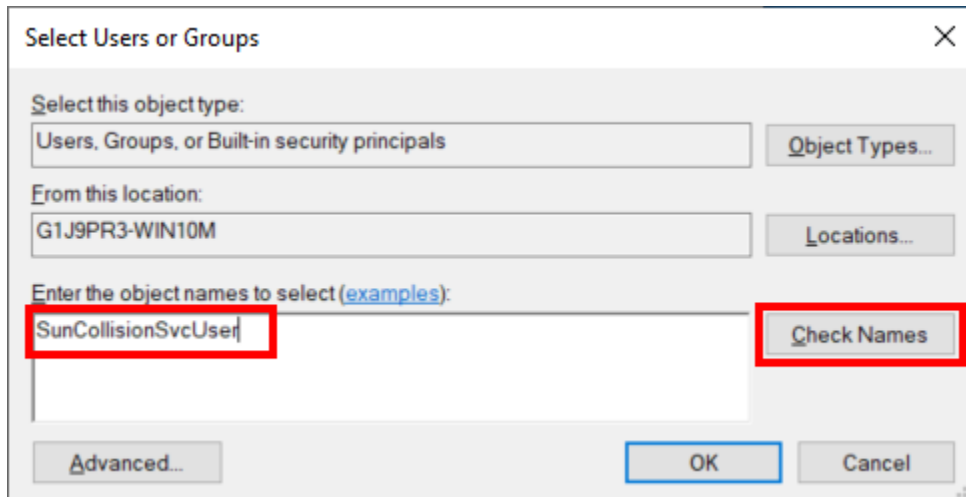
9. Click **Edit** in the middle.
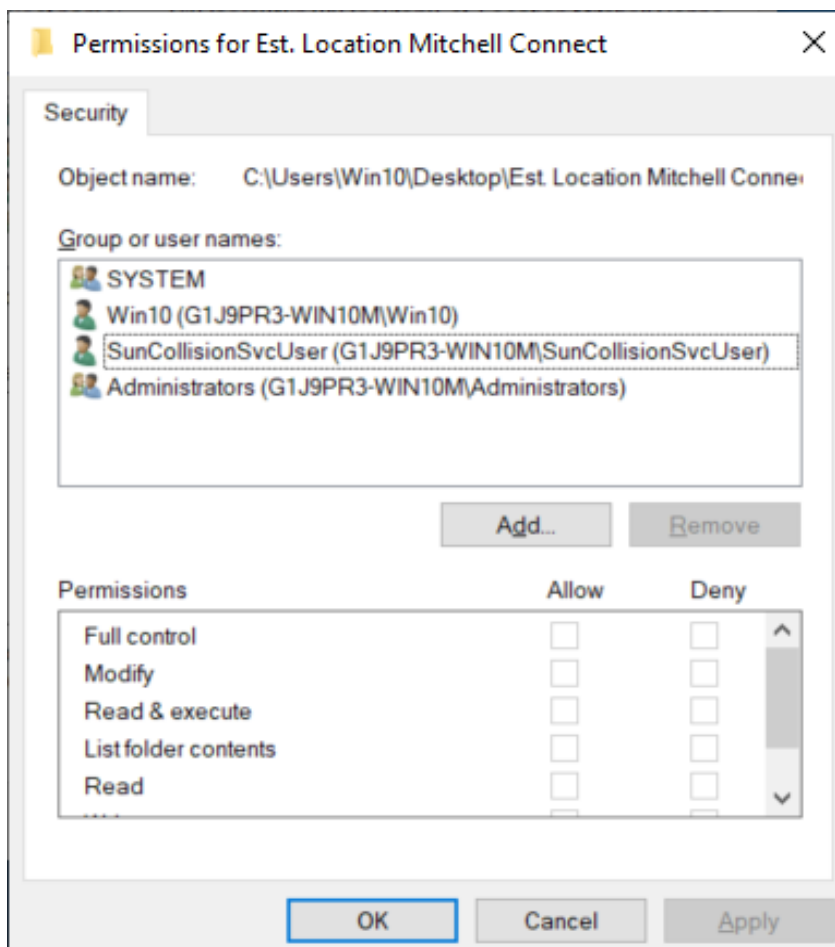
10. Click **Add...** in the middle.

11. Enter <u>SunCollisionSvcUser</u> in the box and click **Check Names** on the right. Then click **OK**.
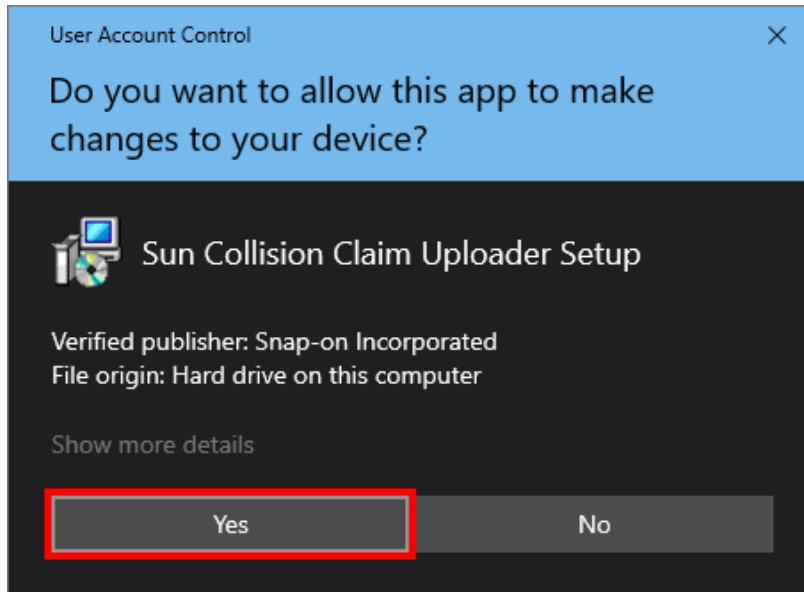


12. This is how the Sun user should show in the Security tab. Click **OK** to close the window.

# Installing the Claim Uploader Application

1. [Download](#) the installer file and click to launch it.
2. 
3. The installer will ask for permission to install. Click **Yes** to begin the installation.
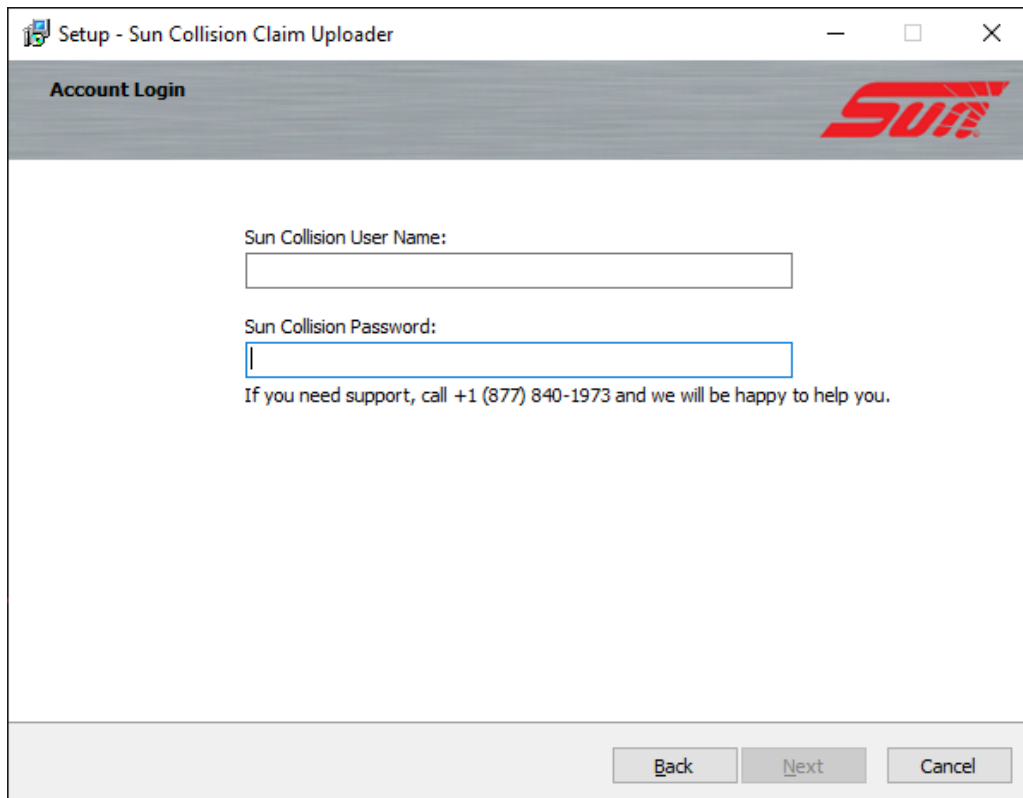
4. The Pre-Check Screen is the first window to open. There will be four prerequisites that are required for installation to proceed. **If any of the four boxes remains unchecked that issue will require resolution prior to continuing with the installation.**
   [Click here for instructions on how to set up the SunCollisionSvcUser](#).
   Once all four boxes are checked click **Next** to continue.
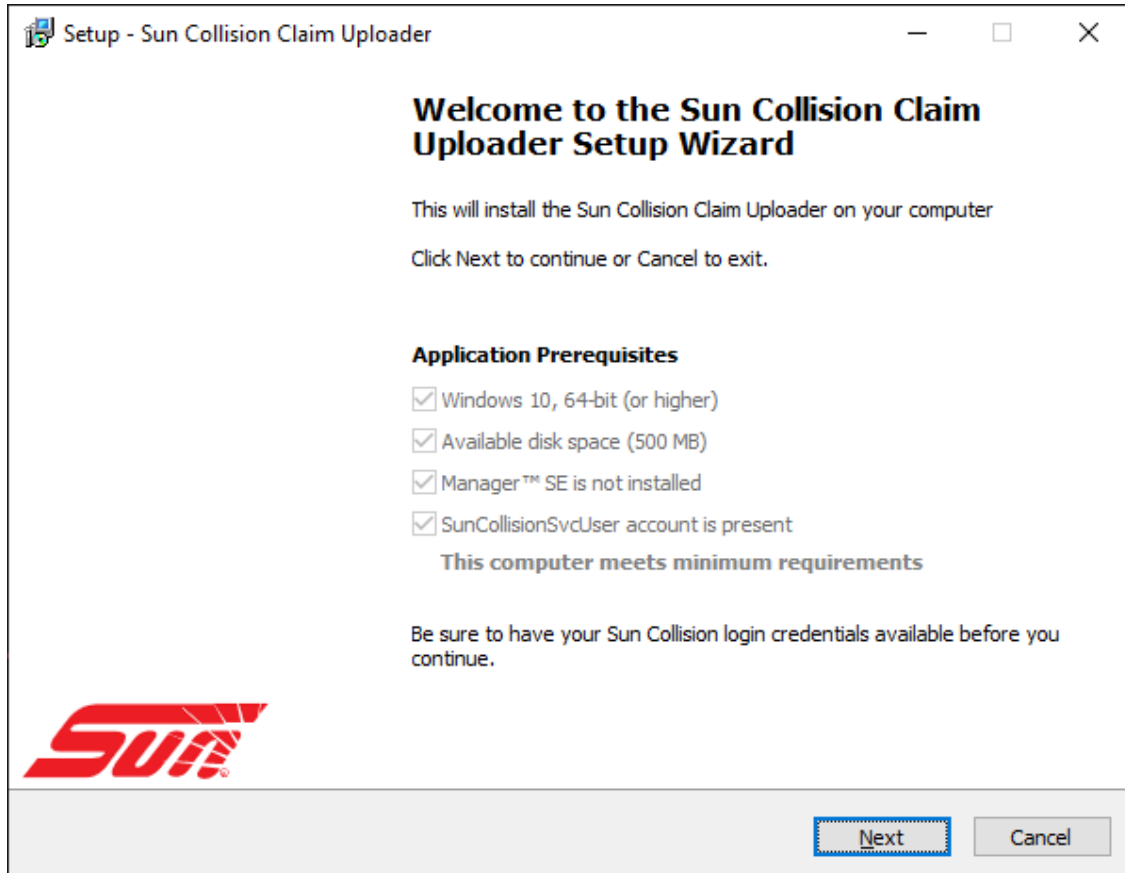
5. Fill out the fields with the user name and password of your Sun Collision Tech Data account. Click **Next** when complete.

6. Fill in the password of the SunCollisionSvcUser that you created earlier.

7. In the text box fill out the open fields with the file location of the extract files. Place the corresponding estimating files in the matching field. You can use the 3 dots on the right to browse to the location.
   For any estimating software that you do not use, remove the check mark from the EMS check box to the right of the field.
   Click **Next** when complete.

8. Verify all information in the Summary then click **Install**.
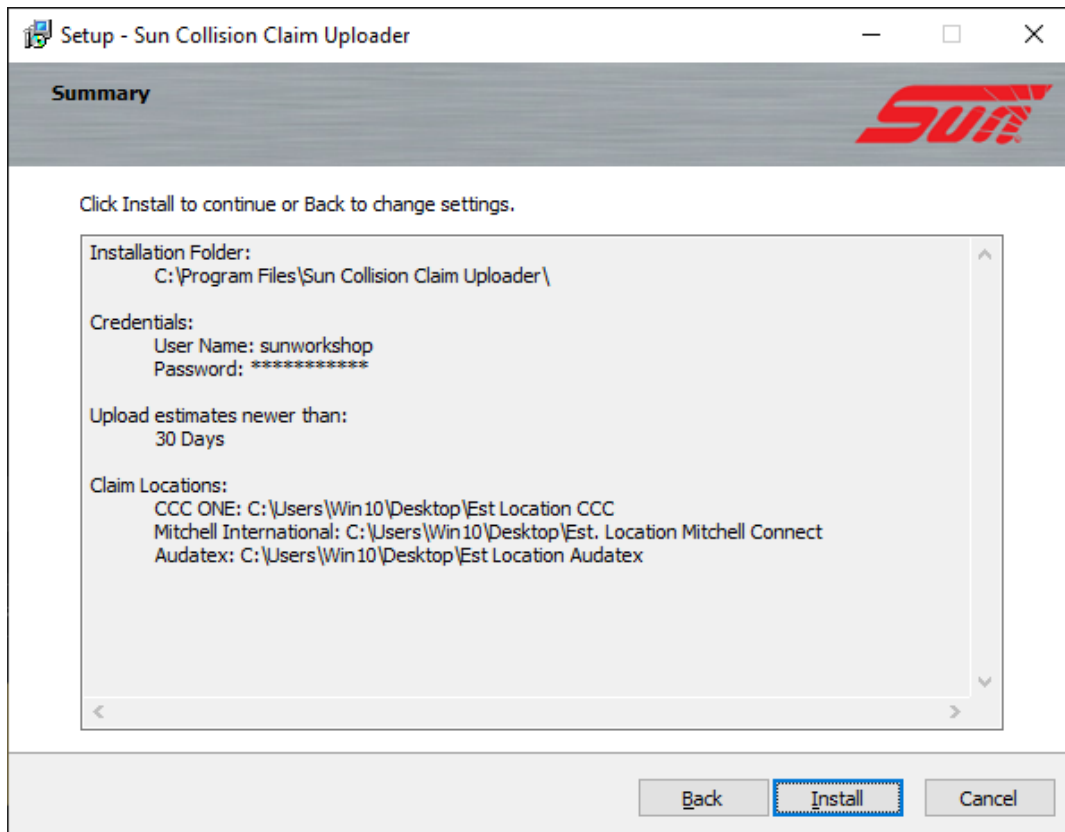
9. The next open dialog box will indicate the application has been successfully installed. You may select to launch the app from this screen or close out of the program to return at a later time.