











Job Note Pad

- Select Estimating.
- Select Job Notepad.
- The search screen will then be displayed.

(BSJOBA.PER)

Vehicle Registration	RJ02OUH	>>	FORD	MONDEO
Estimated, Short Name	BMS	>>	BODYSHOP MANAGEMENT SYSTEMS,UNIT C1 SPRING	
Excess, Short Name	BMS	>>	BODYSHOP MANAGEMENT SYSTEMS,UNIT C1 SPRING	
Insurer, Short Name	PURSLO	>>	TONY PURSLOW (BASINGSTOKE),EDISON ROAD	
Job Number	A06010001	Booked	<input checked="" type="checkbox"/> N	Status <input type="checkbox"/> E ESTIMATED

Telephone Nr	01474 369700	Estimate Date	05/01/2006
Contact Name		Write Off Date	
Drivers Name	PAUL	Inspection Date	
Policy Nr		Sat. Note Date	11/01/2006
Claim Nr		Invoice Date	
Engineers Ref		Date Recovered	
Order Nr		Estimated By	CSR3
Excs/VAT Inv Nr		Entered By	BS
Insurers Inv Nr		Related Job/Ref	
Collection Ref		Hire/Loan Vehic'	
T/P Assessment		Estimate Type	<input type="checkbox"/> O
Job Held		JOB NOTES EXIST	

- If the job you want is NOT the one displayed, click the door and search again. It is possible to use any field on the screen to search. In this example we have used the vehicle registration number.

Vehicle Registration	RJ02OUH			
Estimated, Short Name				
Excess, Short Name				
Insurer, Short Name				
Job Number		Booked	<input type="checkbox"/>	Status <input type="checkbox"/>

- Double click on the required job to select.

Job Nr	Date	Vehicle	Estimated For	Value	Status	A	E	B	P	T	I
A06010001	05/01/06	RJ02OUH,MONDEO	BODYSHOP MANAGEME	359	Auth Req	<input type="checkbox"/> O	<input checked="" type="checkbox"/> Y	<input type="checkbox"/>	<input type="checkbox"/> O	<input type="checkbox"/>	<input type="checkbox"/>

- Click the tick to accept the displayed job and display the job notes.

NOTE PAD	
---	2009-04-06 09:57 Entered By 'TM010011' ---
** Customer Contacted **	
LEANNE BROWN FROM JUST HIRE SOLUTIONS PROVIDING C/CAR. REF: 111810. FAX EST TO 01403 784 842	
---	2009-04-06 12:52 Entered By 'TM010011' ---
** Customer Contacted **	
KEITH FROM HOOPERS CALLED TO GET CAR IN & HE WILL SEND SOMEONE 2MORO TO INSPECT CUST DROPPING OF AS SOON AS HE GETS IS REPLACEMENT CAR 2MORO.	

- Move to the next blank line and enter the required notes.
- Click the tick to save the notes and exit from the screen.

THE JOB NOTES FACILITY CAN ALSO BE ACCESSED VIA ANY JOB SEARCH

SCREEN OR THE JOB ENQUIRY SCREEN BY CLICKING

