START

Ignore these two fields

1. Enter the Customer Short Name This should be the first 6 characters Of the Surname or Company Name. A further screen will then be opened To enable you to enter the rest Of the customer details.

2. Account Number allocated when customer Details are created

3. Drivers Name & Contact Name – only Required, if different To the Account Name

4. Contact Phone Number, brought Through from Customer Account

5. Is the work Going through An Insurance Co? Then Enter the Insruance Co. Details

6. If an Approved Repairer for the Insurer, Set toY.

7. If the job is Insured, Enter the Policy Nr And/or Claim Nr

8. If the Customer Provides a Purchase Order Number, enter It here.

9. Enter the Vehicle Registration Number, a further screen Will then be displayed To enable you to enter the Rest of the Vehicle Details.

10. Enter the Vehicle Mileage

11. If the Vehicle is Recovered, Enter Y, followed by The date of the Recovery And where applicable the Number of free days storage.

12. If a Courtesy Car Is required, set to Y. The CV Reg and The From/To dates Can be added later.

13. If the Vehicle Is on site, then This field should Be set to Y.

14. Are you able To proceed with The repairs

15. Does the vehicle Require Inspecting. If Y, enter the date Of the Inspection

16. Have the repairs Been Authorised. If Yes, enter the Date here.

17. The Engineers Ref can be a name Or Reference Number

18. The Collection Reference is printed On the Due In/Out Reports.

19. Due In, Due Out and Actual Return Dates and times should be Added here. This will affect information Held on Administration Reports

20. If other work is Required, enter Y followed By the Job Number(s) of the Linked Job(s)

21. The Estimator Code Should be entered here. Click the magnifying glass To list available codes.

22. The T/P Number Should contain the Audatex/Glassmatix Assessment Number Prior to the import

Instructed By	O	Estimate Nr	
Estimated For	O / MARSHA / A00011	Recovered / Date	N /
MISS J K MARSHALL 17 HARVESTERS VIEW		Free Days Storage	999
Drivers Name		Car Required/Reg	Y T.B.A.
Contact Name		From	To
Contact Tele	0121 3457374	On Site	N Ok To Proceed Y
Insured	Y / NORWIC / B01224	Insp'n Req'd / Date	Y / 04/09/2008
NORWICH UNION REPAIRER PAYMENT UNIT		Authorised Date	04/09/2008
Approved Rep	Y	Engineer Ref	JAMES.RICHARDS
Policy Nr	ARB923472	Collection Ref	C&D-B/C
Claim Nr	ARB923472/1	Booked In Date	05/09/2008 08:30
Order Nr		Due Out Date	08/09/2008 17:00
Vehicle Reg	RJ02OUH	Actual Ret. Date	
FORD MONDEO		Other Work Req'd	N
Vehicle Miles	151342	Estimated By	PHOW
Web		T/P Nr	
Notes			