














Printing a Job Card and Parts List

- Click Estimating.
- Select Print Job Sheet.
- The job search screen will then be displayed. If the job displayed is NOT the one you want, click the door to clear the screen and search again.

Vehicle Registration	RJ02OUH	>>	FORD	MONDEO
Estimated, Short Name	BMS	>>	BODYSHOP MANAGEMENT SOLUTIONS,REGUS HOUSI	
Excess, Short Name	BMS	>>	BODYSHOP MANAGEMENT SOLUTIONS,REGUS HOUSI	
Insurer, Short Name	NORWI	>>	NORWICH UNION,REPAIRER PAYMENT TEAM, PO BO>	
Job Number	A09020187	Booked	<input checked="" type="checkbox"/>	Status <input type="checkbox"/> P <input type="checkbox"/> IN PROGRESS
Telephone Nr	01322 305405	Estimate Date	16/04/2009	
Contact Name		Write Off Date		
Drivers Name		Inspection Date	14/04/2009	
Policy Nr	890729	Sat. Note Date		
Claim Nr	890729/2	Invoice Date		
Engineers Ref		Date Recovered		
Order Nr		Estimated By	BKIL	
Excs/VAT Inv Nr		Entered By	JANM	
Insurers Inv Nr		Related Job/Ref		
Collection Ref		Hire/Loan Vehic'	AE58MDY	
T/P Assessment		Estimate Type	<input type="radio"/>	
Job Held				

- Search for the required job.

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
A09020187	16/04/09	RJ02OUH,MONDEO	BODYSHOP MANAGEMEM	792	InProg's	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Click the tick to accept.
- Choose from the following.



Print Job Sheet.



Print Parts List.



Print both Job Sheet and Parts List.

- Your chosen document(s) will be printed to screen using Adobe Acrobat. From here you can print or email them as required.