

Printing an Estimate

- Click Estimating.
- Select Print Estimate
- The search screen will then be displayed.

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"/> 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	0	
Job Held		Key Tag	34	





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

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

	Standard Estimate		Engineers Estimate
	Priced Estimate		Pro Forma Invoice

- The estimate will be printed on screen using Adobe Acrobat. From here it can be printed or emailed as required.