












Printing Standard Letters

- Click Estimating.
- Click Standard Letters.
- The job search screen will be displayed.

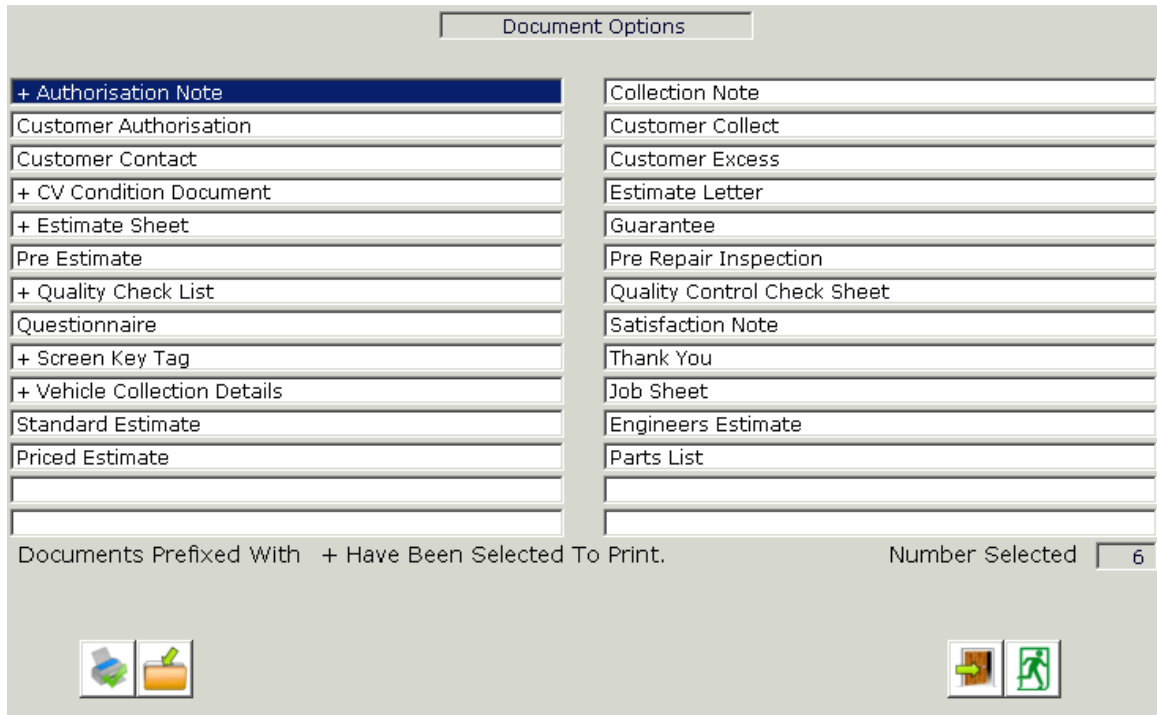
| | | | | | | | |
|-----------------------|--------------|---------|--|-------------------------------------|--------|-------------------------------------|-------------|
| Vehicle Registration | RJ02OUH | >> | | FORD | MONDEO | | |
| Estimated, Short Name | BMS | >> | BODYSHOP MANAGEMENT SOLUTIONS,REGUS 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 checked="" 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 displayed is not the one you want, click the door and search again.
- In this example we have used the registration number.

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

- After pressing enter a list of jobs will be displayed, double click on the one you want.
- Click the tick to accept the job.
- A list of available documents will be displayed.
- Double click on the document or documents that you want.



- Click  to send the selected documents (marked with "+") to print.
- These will be printed to screen using Adobe Acrobat. You are then able to print or email them as required.
- **Note: It is possible to save your selections for your next visit by clicking  prior to clicking the print button.**