

## Total Loss Procedure

- Click Estimating.
- Select Write Off Letter.
- The search screen will then be displayed.

(BSJOBAPER)

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	A09020186	Booked	<input checked="" type="checkbox"/>	Status	<input checked="" type="checkbox"/> ENTERED

  

Telephone Nr	01322 305405	Estimate Date	
Contact Name		Write Off Date	
Drivers Name		Inspection Date	
Policy Nr	POLICYNR	Sat. Note Date	
Claim Nr	CLAIMNR	Invoice Date	
Engineers Ref		Date Recovered	
Order Nr	ORDERNR	Estimated By	RIC1
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"/>
Job Held			

- 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.

(BSJOBAPER)

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
A09020186	15/04/09	RJ02OUH,MONDEO	BODYSHOP MANAGEMEN		Auth Req	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click the tick to accept the displayed job.
- Click the Printer to print a letter and mark the vehicle as a write off. Confirm that you wish to update the status of the vehicle.

OR

- Click the tick to mark the vehicle as a write off, without printing a letter.