

Printing a Customer Receipt

- Click Estimating.
- Select Customer Receipt
- The search screen will then be displayed.

(BSJOBA.PER)

| | | | | | |
|-----------------------|-----------|--------|--|--------|--------------------------------------|
| Vehicle Registration | RJ020UH | >> | | FORD | MONDEO |
| Estimated, Short Name | BMS | >> | BODYSHOP MANAGEMENT SYSTEMS,UNIT C1 SPRING | | |
| Excess, Short Name | BMS | >> | BODYSHOP MANAGEMENT SYSTEMS,UNIT C1 SPRING | | |
| Insurer, Short Name | PURSLO | >> | TONY PURSLOW (BASINGSTOKE),EDISON ROAD | | |
| Job Number | A06010001 | Booked | <input type="checkbox"/> N | Status | <input type="checkbox"/> E ESTIMATED |

| | | | |
|-----------------|--------------|------------------|----------------------------|
| Telephone Nr | 01474 369700 | Estimate Date | 05/01/2006 |
| Contact Name | | Write Off Date | |
| Drivers Name | PAUL | Inspection Date | |
| Policy Nr | | Sat. Note Date | 11/01/2006 |
| Claim Nr | | Invoice Date | |
| Engineers Ref | | Date Recovered | |
| Order Nr | | Estimated By | CSR3 |
| 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"/> O |
| Job Held | | JOB NOTES EXIST | |

Key Tag

- 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 | RJ020UH | | | |
| 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 |
|-----------|----------|----------------|--------------------|-------|----------|----------------------------|----------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| A06010001 | 05/01/06 | RJ020UH,MONDEO | BODYSHOP MANAGEMEN | 359 | Auth Req | <input type="checkbox"/> O | <input type="checkbox"/> Y | <input type="checkbox"/> | <input type="checkbox"/> O | <input type="checkbox"/> | <input type="checkbox"/> |

- Click the tick to accept the displayed job.
- Ensure that the figure shown is correct.
 - Please note that any amendments made in this screen DO NOT update the job, merely the printed document.
- Click the tick twice to produce the receipt.