





Adding a New Insurer or Work Provider to your GlassMatix Send List

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To send estimates to an Insurer or Work Provider who can receive GlassMatix estimates, but who are not currently in your GlassMatix **Send** List, please follow the simple instructions below:-

1. Click the **Contacts** button  in the bottom left corner of the GlassMatix window.
2. Click the arrow adjacent to the **New** button  from the tool bar then click the **Company** button. The **Company** dialog box will appear. Enter the appropriate **Insurer** or **Work Provider** name and other details as required.

A screenshot of a software dialog box titled 'Company'. The dialog box has a blue title bar and standard window controls. It contains several input fields: 'Company:', 'Branch:', 'Add to Address Book:' (with a checked checkbox and a 'Standard' dropdown), and 'Category:'. Below these are three tabs: 'Address', 'Additional Info', and 'Comms'. The 'Address' tab is active and contains fields for 'Address:', 'Town:', 'County:', 'Post Code:', 'Country:' (set to 'United Kingdom'), 'Email:', and 'Web Address:'. There is a 'Find Address' button next to the 'Post Code' field. At the bottom, there is a 'Phone Numbers' section with three rows: 'Phone', 'Mobile', and 'Fax', each with a dropdown menu and an input field. At the very bottom of the dialog are 'OK' and 'Cancel' buttons.

3. Click the **Comms** tab then click the checkbox for **Enable sending estimates to the contact**.

4. Click the checkbox for **Attach images when sending to this station**.

5. Enter the **Station Name** (this is the name that will appear in the **Send** choice list) then enter the appropriate **Station** and **Hub ID** from the table below;-

Company	Station Name	Hub ID	Station ID (case sensitive)
LV Insurance (UK)	LV Insurance (UK)	4937	LVINSUK
Aviva Insurance	Aviva Insurance	5044	AvivaUK
WNS Assistance	WNS Assistance	5045	WNSASSIST
eSure	eSure	5047	ESURE
RSA UK	RSA UK	5048	RSAUK
Ageas Insurance	Ageas	4912	20911972

6. Click the **OK** button at the bottom of the dialog box.

7. The new user will now appear in your **Send**  choice list.

You are now set up to send estimates to this Insurer.