



| [Web Site](#) | [Support](#) |

Liverpool and Victoria (LV) Insurance Glassmatix Ireland Repairer Instructions 26 April 2010



IMPORTANT INFORMATION FOR GLASSMATIX IRELAND REPAIRERS

Sending Glassmatix Estimates to Liverpool and Victoria Insurance

Liverpool and Victoria (LV) Insurance engineers will be agreeing costs for repair estimates on behalf of Kennco Insurance. Estimates should be submitted to Liverpool and Victoria (LV) Insurance using Glassmatix.

The estimates when submitted, will be viewed by LV engineers in the UK using the new GlassView web based system. The LV engineers will then authorise the job using an email notification.

To facilitate this, please add the Liverpool and Victoria Ireland Glassmatix address to your GlassMatix system following the instructions and details below...

1. Click the Contacts button  from the bottom right corner of the Glassmatix window.
2. Click the New button  from the toolbar then click the company type.
3. Enter the contact details as the screen shots below then click OK.

The screenshot shows a software window titled "Company". It contains several input fields: "Company" (filled with "Liverpool Victoria"), "Branch" (empty), "Add to Address Book" (checkbox), "Standard" (dropdown menu), and "Category" (empty). Below these are three tabs: "Address", "Additional Info", and "Comments". The "Address" tab is active, showing fields for "Address" (filled with "Victoria House", "County", "Gilles"), "Town" (filled with "Bournemouth"), "County" (empty), "Post Code" (filled with "BH1 2NF"), "Find Address" (button), "Country" (filled with "United Kingdom"), "Email" (empty), and "Web address" (empty). At the bottom, there are "Phone Numbers" fields for "Phone", "Mobile", and "Fax", each with a dropdown arrow and an input field. "OK" and "Cancel" buttons are at the bottom right.

The screenshot shows a 'Company' dialog box with the following details:

- Company: Liverpool Victoria
- Branch: (empty)
- Add to Address Book: Standard
- Category: (empty)
- Address tab: Selected
- Additional Info tab: Selected
- Enable sending estimates to the contact:
- Set this address as default station when sending:
- Attach images when sending to this station:
- Station Name: Liverpool Victoria
- Type: WebComms
- Station ID: LVINSURANCE
- Hub ID: #302
- Buttons: OK, Cancel

The address will then appear in your send list as shown below.

The screenshot shows a 'Send Estimates (1 estimate selected)' dialog box with the following details:

- To: List of addresses including 'Liverpool Victoria, Bournemouth, BH1 2NF, Victoria House Cou...'
- Comment: (empty text area)
- Send Options:
 - Send As Read Only:
 - Send Images:
- Buttons: Send, Cancel