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Liverpool and Victoria Glassmatix UK Repairer Instructions 04 March 2010

IMPORTANT INFORMATION FOR GLASSMATIX UK REPAIRERS

Sending Glassmatix Estimates to Liverpool and Victoria Insurance

- Liverpool and Victoria Insurance can now accept estimates produced in Glassmatix.
- To facilitate this please add the Liverpool and Victoria sending 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' (checked), 'Standard' (selected in a dropdown), and 'Category' (empty). Below these are three tabs: 'Address' (selected), 'Additional Info', and 'Comms'. The 'Address' tab has fields for 'Address' (filled with 'Victoria House County Gates'), 'Town' (filled with 'Bournemouth'), 'County' (empty), 'Post Code' (filled with 'BH1 2NF'), 'Country' (filled with 'United Kingdom'), 'Email' (empty), and 'Web Address' (empty). 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. 'OK' and 'Cancel' buttons are at the bottom right.

Company: Liverpool Victoria

Branch:

Add to Address Book: UK_Work_Providers

Category: Insurer

Address Additional Info Comms

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: LVINSUK

Hub ID: 4937

OK Cancel

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

Send Estimates (1 estimate selected)

To:-

Helphire

Hoopers, Liverpool, L33 7SF, Kirkby Lodge South Boundary Ro

Incident Management Solutions, Bedford, MK44 3RZ, 6 Abbey

Liverpool Victoria, Bournemouth, BH1 2NF, Victoria House Cou

Motorcare

Comment:-

Send Options

Send As Read Only

Send Images

Send Cancel