

Crashzone user manual for ORM 3.0 version 1.02

### **RECEIVING A NEW JOB FROM ORM**

• Click on the ORM button on the main page to import any new jobs or messages from the ORM system

	400				whaton@	orashzone.com.au.) <u>Defino</u>	as I Help I Contact Us I Skan Out
	les reas	$\sim$					Search Ant Search
		Sev CHI				A8 Q	Job Invoice Finished
Ref	Dete	Owner	Rego	Disks	Model	Colour	Insurance
14	02/12/2008	ADAMGLOHRIST	AG100	LEXUS	G\$300	SILVER	NARBA Insurance
13	02/12/2008	ADAMOLCHRIST	AG101	LEXUS	05300	SILVER	N/R03A Insurance
12	26/11/2006						
15	21/11/2008	JOANNERICHAROS	SRD900	MTSUBISH	PAJERO		Insurance Manufactur
10	20/11/2008	CHRISTIANN SMITH	TUE938	NISSAN	NAVARA	SLVER	Insurance Manufactur
0	20/11/2008	ARRON JAMES	TYR303	MAZDA	3	RED	
8	20/11/2008	DUNCAN JONES	RYT 384	NISSAN	3502	BLACK MET	SGIO Insurance
7	2011/2008	WINSTON OKEEPE	AAA999	HOLDEN	MONARO	ORANGE MET	NIRMA
6	10/11/2008	HEATHERSTANDFIELD	FQ0172	HOLDEN	COMMODORE	WHITE	Insurance Manufactur
5	10/11/2008	STUARTWAGSTAFF	TR(\$001	FORD	FALCON	SILVER	NRSIA Insurance
4	10/11/2008	DAVIDLUCAS	XEX748	NERSAN	X TRAIL	BLACK MET	SGIC Insurance
3	08/11/2008	SABRINAAGURAR	1408540	MITSUB/SHE	LANCER	BLACK MET	SGIO Insurance
2	06/11/2008	LINDAGABRAEL	YTC299	TOYOTA	PRADO	Silver Met	NRMA Insurance
1	06/11/2008	KATE JONES (DEMO QUOTE	87001	MITSUBISH	MIRAGE	SLVER	NRMA

- Any new jobs will be added to the job list in the main page
- Click on the job to go to the details page

					winstong	crashcone.com.av I Setting	a i Help i Contact Us i Sign Out
v	It's Free						Search And Search
		New COSM				All Cu	ofe Job Invoice Finished
Ref	Date	Owner	Rego	Make	Model	Colour	insurance
14	02/12/2008	ADAMGLOHRIST	AG100	LEXUS	G\$300	SLVER	NRMA Insurance.
10	82/12/2008	ADAMGLCHRIST	AG101	LEXUS	G\$300	BLVER	NRMA Indurance
12	28/11/2008						
11	21/11/2008	JOANNERICHARDS	SRD000	MITSUBISHI	PAJERO		Insurance Manufactur
10	20/11/2008	CHRISTIANN SMITH	TUE938	NISSAN	NAVARA	SILVER	Insurance Manufactur
9	20/11/2008	ARRON JAMES	TYR303	MAZDA	3	RED	
	20/11/2008	DUNCAN JONES	RYT 394	NESSAN	360Z	BLACK MET	SGIO Insurance
7	20/11/2008	WINSTON OKEEPE	444999	HOLDEN	MONARO	ORANGE MET	NRMA
6	10/11/2008	HEATHERSTANDFIELD	FQ0172	HOLDEN	COMMODORE	WHITE	Insurance Manufactur
5	10/11/2008	STUARTWAGSTAFF	TR5001	FORD	FALCON	SUVER	NRMA Insurance
4	10/11/2008	DAVIDLUCAS	XDX748	NISSAN.	X TRAIL	BLACK MET	SGIC Insurance
3	08/11/2008	SABRINAAGUAAR	1408540	MTSUBISHI	LANCER	BLACK MET	SGIO Insurance
2	06/11/2008	LINDAGABRAEL	YTC299	TOYOTA	PRADO	Silver Met	NRMA Insurance
1	06/11/2008	KATE JONES ( DEMO QUOTE	BTOOT	MTSUBISHI	MIRACE	SILVER	NRMA

### NEW JOB RECEIVED FROM ORM

• Information from the request for quote from ORM will be populated into the fields in the details page

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Beck	<ul> <li>Bow 14</li> </ul>			Details Guote View
wher	ADAMON CHIDIST	Shop	lu l	1
	PUPMOLUTRIDI	Data in	01110/0000	
auress.	68045178	Date int	0.01222000	
Thomas T.	26562418	Ealer oo:	visites	
rione 2		Tutur	Wenston	
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Obormeter.	195428	Create exces	a Invoice \$600.00	
LIBURINE STOR.	AUTOMATIC	Invoice No	Type Amount Status	
		Comment	Total Loss	
insurance .	NDMA Insurance			

# **QUOTE REQUEST**

• The request for quote and the ORM message log is shown at the bottom of the details page in the notes section.

	Description of the second seco	
	ClaimNo: APACR09/2017	
	ContractText: Work completed under our authority is performed for us at our cost	
	unless we advise otherwise in relation to a particular repair.	
	Incident Date Time: 02/12/2008 00:00:00	
	Incident Description: OUR CLIENT COLLIDED INTO OTHER APRTY	
winston@crashzo	Damaged Area: 3	02/12/2008 16:07 🖂 🗙
Ŭ	Damaged Area: 4	
	ClaimantType : Insured	
	Sum Insured: 85000.00	
	ClaimThreshold: 600.00	
	Claim Status: Current	
PM Note	x	
NUM NOLE	<u></u>	
winston@crashzo	QML RequestForQuote received. View	02/12/2008 16:07 🖂 🗙

### **SETTING RATES**

- Set the labour rates and paint type for the job
- 2<sup>nd</sup> paint type is set from the details page and the 2<sup>nd</sup> paint labour rate is set from the quote page
- Once labour rates have been entered click update to set the rates to the quote.
- NTAR rates should be set as your default rate in the settings page

RR:	30.90
Repair:	30.90
Paint:	52.00 S1 🗸 🗸
Part Markup:	
	Update quote ORM

MANDATORY FIELDS

- Fill in the mandatory fields required by ORM before sending the quote
- Colour, Body, VIN, Transmission, Vehicle location, Date in, Date out Labour rates & Paint type

Address:				
Phone 1:       58965478         Phone 2:	Address:		Date in:	01/12/2008
Phone 2:   Fax:   Email:     Vehicle   Rego:   AG100   D.O.M:   200601   Make   LEXUS   Model:   GS300   Colour:   SILVER   Body:   Sedan4Door   Vin Number:   KJU75415WST1S112A   Odometer:   795228   Transmission:   AUTOMATIC     Insurance:   Insurance:   Address:   ABN:   11000016722   Email:   Claim No. / Policy:   Assessor:   Assessor:   Assessor:   Assessor:   Assessor:   Assessor:   Assessor:   Excess:   600.00	Phone 1:	58965478	Date out:	06/12/2008
Fax:	Phone 2:		Estimator:	winston
Email:       Rates         Vehicle       Rates         Rego:       AG100         D.O.M:       200601         Make       LEXUS         Model:       GS300         Colour:       SILVER         Body:       Sedan4Door         Vin Number:       KJJ75415WST1S112A         Odometer:       795228         Transmission:       AUTOMATIC         Insurance:       NRMA Insurance         Address:       Address:         ABN:       11000016722         Email:       Claim No. / Policy:         Claim No. / Policy:       APACR0842017         Assessment Date:       Excess:         Excess:       600.00	Fax:		Total:	\$3,331.38 Status: Quote 👻
Vehicle         Rego:         AG100         Rego:         Regin:         30.90           D.O.M:         200601         Repair:         30.90         Repair:         30.90           Make         LEXUS         Repair:         30.90         Paint:         52.00         S1         -         >           Model:         GS300         Colour:         SILVER         Part Markup:         Update quote         ORM           Body:         SedandDoor         Vin Number:         KJJ75415WST1S112A         Create excess invoice \$2,731.38         Create excess invoice \$400.00         Invoice           Transmission:         AUTOMATIC         Invoice No         Type         Amount         Status           Abr:         11000016722         Email:         Claim No. / Policy:         APACR0842017         Assessment Date:         Excess:         600.00	Email:			
Vehicle       Rego:       AG100         Rego:       AG100       Repair:       30.90         D.O.M:       200601       Repair:       30.90         Make       LEXUS       Paint:       52.00       S1          Model:       GS300       GS300       Olociur:       SILVER       Part Markup:       Update quote       ORM         Body:       Sedan4Door       Vin Number:       KJJ75415WST1S112A       Odometer:       795228       Transmission:       AUTOMATIC       Invoice \$2,731.38       Create excess invoice \$200.00         Insurance:       NRMA Insurance       Invoice No       Type       Amount       Status         ABN:       11000016722       Email:       Comment       Total Loss         Claim No. / Policy:       APACR0842017       Assessor:       Assessor:       Assessor:         Assessor:       Gould       Excess:       600.00       Gould       Gould			Rates	
Rego:       AG100         D.O.M:       200601         Make       LEXUS         Model:       GS300         Colour:       SILVER         Body:       Sedan4Door         Vin Number:       KJJ75415WST1S112A         Odometer:       795228         Transmission:       AUTOMATIC         Insurance:       NRMA Insurance         Address:       Address:         ABN:       11000016722         Email:       Claim No. / Policy:         Claim No. / Policy:       APACR0842017         Assessment Date:       Excess:         Excess:       600.00	Vehicle		RR:	30.90
D.O.M:       200601         Make       LEXUS         Model:       GS300         Colour:       SILVER         Body:       Sedan4Door         Vin Number:       KJJ75415WST1S112A         Odometer:       795228         Transmission:       AUTOMATIC         Insurance:       NRMA Insurance         Address:       ABN:         ABN:       11000016722         Email:       Claim No. / Policy:         APACR0842017         Assessment Date:         Excess:       600.00	Rego:	AG100	Repair:	30.90
Make LEXUS   Model: GS300   Colour: SILVER   Body: Sedan4Door   Vin Number: KJJ75415WST1S112A   Odometer: 795228   Transmission: AUTOMATIC     Insurance: NRMA Insurance   Address: Address:   ABN: 11000016722   Email: Claim No. / Policy:   APACR0842017   Assessment Date:   Excess: 600.00	D.O.M:	200601	Paint:	52.00 S1 👻 👻
Model: GS300   Colour: SILVER   Body: Sedan4Door   Vin Number: KJJ75415WST1S112A   Odometer: 795228   Transmission: AUTOMATIC     Insurance   Insurance: NRMA Insurance   Address:   Address:   ABN:   11000016722   Email:   Claim No. / Policy:   APACR0842017   Assessment Date:   Excess:   600.00	Make	LEXUS	Part Markup:	
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Body: Sedan4Door   Vin Number: KJJ75415WST1S112A   Odometer: 795228   Transmission: AUTOMATIC     Insurance   Insurance: NRMA Insurance   Address:   Address:   ABN:   11000016722   Email:   Claim No. / Policy:   APACR0842017   Assessor:   Assessor:   Assessor:   Excess:   600.00	Colour:	SILVER		
Vin Number: KJJ75415WST1S112A   Odometer: 795228   Transmission: AUTOMATIC     Insurance   Insurance:   NRMA Insurance   Address:   ABN:   11000016722   Email:   Claim No. / Policy:   APACR0842017   Assessor:   Assessor:   Assessor:   Assessor:   Excess:   600.00	Body:	Sedan4Door	Invoice	
Odometer: 795228   Transmission: AUTOMATIC     Insurance: NRMA Insurance   Address: Address:   ABN: 11000016722   Email: Ciaim No. / Policy:   APACR0842017   Assessor:   Assessor:   Assessor:   Assessor:   Excess:   600.00	Vin Number:	KJJ75415WST1S112A	Create tax inv	voice \$2,731.38
Transmission: AUTOMATIC     Insurance   Insurance:   NRMA Insurance   Address:   ABN:   11000016722   Email:   Claim No. / Policy:   APACR0842017   Assessor:   Assessor:   Assessor:   Assessor:   Assessor:   Excess:   600.00	Odometer:	795228	Create exces	ss invoice \$600.00
Insurance: NRMA Insurance Address: ABN: 11000016722 Email: Claim No. / Policy: APACR0842017 Assessor: Assessor: Assessment Date: Excess: 600.00	Transmission:	AUTOMATIC	Invoice No	Type Amount Status
Insurance       NRMA Insurance         Address:				
Insurance: NRMA Insurance   Address:	Insurance		Comment	Total Loss
Address:	Insurance:	NRMA Insurance		<u>~</u>
ABN:       11000016722         Email:	Address:			
Email:   Claim No. / Policy:   APACR0842017   Assessor:   Assessment Date:   Excess:   600.00	ABN:	11000016722		
Claim No. / Policy: APACR0842017 Assessor: Assessment Date: Excess: 600.00	Email:			
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Contribution:	Assessor: Assessment Date Excess:	600.00		
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Vehicle Location: REPAIRER V	Assessor: Assessment Date Excess: Contribution: Discount:	600.00		
	Assessor: Assessment Date Excess: Contribution: Discount: Vehicle Location:	600.00		

# WRITING A QUOTE FOR ORM

- Click on the quote tab to start writing the quote
- R&R, Repair & Paint are covered under standard CZ user manual

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CALLER . PROFIL DUMPER & DIGENGE	DESCRIPTION RATE	HRS S	
BLLE         FRONT BUMPER BLEND           IDMT LIGHTS         LAFE BUMPER END           IDMT LIGHTS         RMF BUMPER END           IDATOR         FRONT BUMPER RENFORCEMENT           NINET         FRONT BUMPER RENFORCEMENT           NINET         LAFE BUMPER RENFORCEMENT           NASSIS FRONT         RMF BUMPER RENFORCEMENT           HASSIS FRONT         RMF BUMPER RENFORCEMENT           HASSIS FRONT         RMF BUMPER STIFFENER           HF DOOR         RMF BUMPER STIFFENER           HF DOOR         RMF BUMPER STIFFENER           HR DOOR         RMF BUMPER SLIDE           HR DOOR         RMF BUMPER SLIDE           HR DOOR         RMF BUMPER SLIDE           HR OOR         RMF BUMPER MOULD           HR COR PANEL         LAFE BUMPER NOLD           LAFE BUMPER FLASHER         L	LINE GUARD LINER LINE GUARD FLASHER LINE DOOR MIRROR ASSY LINE DOOR & DISINSS RINE DOOR LIN SILL PANEL COVER LIN SILL PANEL NEC HWARE	0.30 0.20 0.50 1 6.00 18 3.00 8 1.00 3 0.80 2	2017 1000 Ministry (Ministry) 1000 Ministry (Ministry) 1000 Ministry (Ministry) 1000 Ministry (Ministry) 1000 Ministry) 1000 Ministry (Ministry) 1000 Ministry) 1000 Ministry 1000 Ministry 100

### WRITING A QUOTE – PARTS SECTION

- In the parts section you must enter the following information for each line
- Part description
- Part number ( for used or exchange items enter "Used" or "Exchange" as the part number
- If no quantity is added the line will default to a value of one ( please note quantity is a manual field and total will be total value of the item
- Price is total price less GST

ALC I ME						Search And Search
« Back 14	~	RR REPAR PAINT	PARTS SUBL	ETS OTHER		Details Guote View
		DESCRIPTION	PARTNO	MUP ON	5	
FRONT BAR	FRONT BUMPER	L/H/F DOOR	757325302010	1.00	853.25	Crimes status detail
GRILLE FRONT LIGHTS RADIATOR SUPPORT	FRONT BUMPER & DISSASS L/H/F BUMPER END R/H/F BUMPER END	LIHF DOOR MIRROR ASS	W 7674253020J3	1.00	485.58	Hint Cr Hint Acapted HMX Added Crarged
ONNET NGINE BAY HASBIS FRONT	RONT BUMPER REINFORCEMENT L/H/F BUMPER REINFORCEMENT R/H/F BUMPER REINFORCEMENT				3	When Destind
HIF GUARD	LINF BUMPER BRACKET RINF BUMPER BRACKET					
HEDOOR	R/HF BUMPER STIFFENER					
HIR DOOR	LINF BUMPER SLIDE RINF BUMPER SLIDE					

• Sublet items must have the suppliers name added in the repairer field

tie Fre	ne In		winston@crasitzone.com.a	) Settings   Help   Contact Us   Sign Out
< Back 14	*	RR REPAR PANT	PARTS SUBLETS OTHER	Details Guote View
FRONT BAR GRULE FRONT LIGHTS RADATOR BORNET ENGRNE BAY CHASSIS FRONT LIME GUARD RHIF GUARD LIME DOOR RHIF DOOR RHIF DOOR RHIR DOOR RHIR DOOR RHIR DOOR RHIR DOOR RHIR DOOR RHIR DOOR RHIR OTR PANEL RHIR GTR PANEL RHIR GTR PANEL RHIR GTR PANEL BOOTLID REAR RUMPER REAR RUMPER BEAKER PANEL BOOTLID	SCIENTRICUMENT MILE PAREL ALLOWANCE OVEN ALLOWANCE OVEN ALLOWANCE MILE MATCH ELEND ADJACENT PANEL PANT DAILEND ADJACENT PANEL PANT DAILEND BLACKEN UNDER SCAM SIZA. PROFECTIE ZINC PRIME PANT ADDITIVE PLEX ADE PRISTRIPES BRUSH TOUCH PANELS STRING SCREEN RUBBER CLARP DAILS SETUP ON PULLING SYSTEM REAR WHEL ALIGNMENT REAR WHEL ALIGNMENT REAR WHEL ALIGNMENT	DESCRIPTION R	INTER PARER HARS	5 150.00 Maxim or Maxim or Max
BOOT FLOOR	ROAD & WATER TEST			

### WRITING A QUOTE – OTHER SECTION

- Other section on the quote page is used for miscellaneous items
- For Mechanical item the code "MECH" must be typed in front of the description
- For towing the code "TOWING" must be typed in front of the description.



### SENDING A QUOTE TO ORM

- To send a quote to the ORM system
- Click on ORM in the Details page
- Crashzone will pop up a message to confirm you want to send the quote
- A message will appear in the top right corner indicating that the quote is in the process of sending
- All images on the quote will be sent with the job when sending

Carra	par software quote & estimate - Crashzone KY		9	• 🔯 • 😸 • 🖓 Page • 🖓 Jack
e Back	Free anto P Boow 13 M		winston@orashtone.com.au ( <u>Setings</u> ))	Help   Contact Us   Sign Co. Sending Search Ard Sourch Details Cucle View
Owner		Shop		
Owner:	ADAMGILCHRIST	Quote	53	
Address		Date in:	03/12/2008	
Phone 1:	58965478	Date out	08/12/2008	
Phone 2		Estimator.	WINSTON	
Fac		Total	\$1,806.71 Status: Quote 💌	
Email		<u> </u>		
		Rotes	S	
Vehicle		RR.	30.90	
Rega	AG101	Repair	30.90	
DOM	200601	Paint	55.90 M1 💌 S1 💌	
Make	LEXUS	Part Markup:	$\frown$	
Model	GS300		Update quote CHM	
Colour	SI VED	-		

• If the quotes has already been sent to ORM and no changes have been made you will get the following warning before being able to resend

Window	es rs Internet Explorer	×
?	This quote has already been sent to N	IRMA. Are you sure to resent it?
		ncel

### NOTES SECTION – QUOTE SENT

• Once the quote has been sent to ORM a message will appear in the ORM notes section at the bottom of the details page

ORM Note	
>winston@crashzo QML_Quote Created. View	01/12/2008 10:11 🖂 🗙

• If any errors occur when sending a quote to ORM they will appear in the ORM notes section at the bottom of the details page

#### Error example 1

ORM Note		
3winston@crashzo	QML_Quote Created. XML can not be parsed XML cannot be parsed: Line Number: 218, Column Number: 28, Details: cvc- minLength-valid: Value " with length = '0' is not facet-valid with respect to minLength '1' for type 'String2Def. <u>View</u>	01/12/2008 10:09 🖂 🗙
>winston@crashzo	QML_RequestForQuote received. View	10/11/2008 14:52 🖂 🗙

#### Error example 2

ORM Note	<	
>winston@crashzo	QML_Error received. View	11/11/2008 17:46 🖂 🗙
>winston@crashzo	QML_Quote Created. View	11/11/2008 17:45 🖂 🗙

### JOB STATUS IN YOUR EMAILS

- When you click on ORM in the main page it will import any messages that are waiting from the ORM system
- These include the authorised quote, Authorsied payment etc...
- The message will be shown in the ORM notes section and you will also be informed by email that a message has been received

#### Received email example

 Delete | Reply | Forward | Redirect | View Thread | Blacklist | Whiteli

 Date: 3 Dec 2008 08:19:24 +1100 [08:19:24 AUS Eastern Daylight Time]

 From: winston@crashzone.com.au

 To: winston@crashzone.com.au

 Subject: Adjusted quote received for job: 13 , Rego: AG101

 teaders: Show All Headers

 Click HERE to view HTML content in a separate window.

 Adjusted quote received with Total Authorised amount: 1642.46

#### **ORM note example**

ORM Note	\	
>winston@crashzo	QML_TaxInvoice Created. View	03/12/2008 08:28 🖂 🗙
>winston@crashzo	QML_Quote received. View	03/12/2008 08:19 🖂 🗙
>winston@crashzo	QML_Quote Created. View	02/12/2008 16:25 🖂 🗙
>winston@crashzo	QML_RequestForQuote received. View	02/12/2008 15:58 🖂 🗙

## ORM ADJUSTED QUOTE

- When you receive an adjusted quote from ORM you will notice that all the items in the quote page are colour coded indicate their status.
- The legend showing the different statuses is on the right side of the page scrolling over the legend it will enlarge on the screen.

BUD.					Search Avd Search
< Back 11	~	RR REPAIR PAINT PARTS SUBLETS OTH	IER		Details Quote View
		DESCRIPTION RATE DOUTIN	HRS	5	
RONTBAR	FRONTBUMPER	FRONT BUMPER & DISSASS	1.50	46.35	Colors status detail
RILLE RONT LIGHTS	FRONT BUMPER & DISS/ASS FRONT BUMPER BLEND	GRILLE comment on item	0.20	6.18	Bas C
ADIATOR SUPPORT	L/H/F BUMPER END	BONNET & DIS/ASS	2.00	61.90	Res attal ( and
INNET	R/H/F BUMPER END FRONT BUMPER REINFORCEMENT	LHF SLARD	1.28	17.08	VIII LOOM
HASSIS FRONT	L/HF BUMPER REINFORCEMENT	ROHE-GUARD	1.20	37.68	MAXIMUM Assessed as Deble
HIF GUARD	RIHIF BUMPER REINFORCEMENT	L/H HEADLANP ASSY	0.40	12.36	
HIF DOOR	R/HF BUMPER BRACKET	R/HHE		10.00	
H/F DOOR	LINF BUMPER STIFFENER				

Col	ors status detail
Black	] cz
Grey	Accepted
Black	Added, Changed
White	Deleted
White	Acknowledge Deleted

### ASSESSORS COMMENTS

• Text shown in red is comments made by the assessor

GRILLE comment on item	0.20	6.18

• Items placed on report by the assessor will show a code in red "RO" with a zero value for the line

FRONT BUMPER REINFORCEMENT RO		
	FRONT BUMPER REINFORCEMENT RO	

- You can edit the value of any item and add new items to the system
- This will be show up with the different colour codes to indicate the status
- When you make changes you will need to go back to the details page and click the ORM button to send the quote changes

### **INVOICING**

- To invoice a job for ORM
- First check that the total matches the authorised amount ( you will not be able to send the invoice if the total does not match )
- Click create tax invoice to generate the invoice
- Click on the tax invoice number in blue to view the invoice if required
- Click the ORM button to send the invoice to ORM
- Once the invoice has been sent a note will be shown in the ORM notes section at the bottom of the details page

		Estimator:	WINSTON
Fax:		Total:	\$1,806.71 Status: Quote 💌
Email:		]	
		Rates	
Vehicle		RR:	30.90
Rego:	AG101	Repair:	30.90
D.O.M:	200601	Paint:	55.90 M1 💌 S1 💌
Make	LEXUS	Part Markup:	
Model:	GS300		Update quote ORM
Colour:	SILVER	]	
Body:	Sedan4Door	Invoice	
Vin Number:	KJJ75415WST1S112A	Create tax inv	voice \$1,206.71
Odometer:	79850	Create exces	s invoice \$600.00
Transmission	ALITOMATIC	Invoice No.	Tupo Amount Status
transmission.	AUTOMATIC	Invoice NO	Type Amount Status
mansmission.	AUTOMATIC		Tax \$1,206.71 Not Paid
nsurance	AUTOWATIC		Tax \$1,206.71 Not Paid
Insurance	NRMA Insurance	Comment	Tax \$1,206.71 NotPaid
Insurance Insurance: Address:	NRMA Insurance	Comment	Tax \$1,206.71 Not Paid
Insurance Insurance: Address: ABN:	NRMA Insurance 11000016722	Comment	Tax \$1,206.71 NotPaid
Insurance Insurance: Address: ABN: Email:	NRMA Insurance  11000016722	Comment	Tax \$1,206.71 Not Paid
Insurance Insurance: Address: ABN: Email: Claim No. / Policy:	NRMA Insurance           11000016722           APACR0842014	Comment	Tax \$1,206.71 NotPaid
Insurance Insurance: Address: ABN: Email: Claim No. / Policy: Assessor:	NRMA Insurance           11000016722           APACR0842014	Comment	Tax \$1,206.71 NotPaid
Insurance Insurance: Address: ABN: Email: Claim No. / Policy: Assessor: Assessment Date:	NRMA Insurance           11000016722           APACR0842014		Tax \$1,206.71 NotPaid

### SENDING A JOB AS A TOTAL LOSS

- To send a job as "Total loss requested"
- From the details page click on the link "Total loss"
- You will see "TOTAL LOSS" appear in the comments section
- Click ORM to send the job as "Total loss requested"

Invoice				
Create tax in	voice \$2,5	38.22		
Imoice No	Туре	Amount	Status	
Commont	Tatall			
TOTAL LOSS		055		100
	80)			

### DECLINE A JOB FROM ORM

- To decline a job that has been sent by ORM
- Click on the job in the main page
- In the details page change the job status to "finished"
- Click on the ORM button to send the job as "Job Declined"

Quote:	14			
Date in:	01/12/2008			
Date out:	06/12/2008			
Estimator:	winston			
Total:	\$	Status:	Quote	~
Rates		(	Job Invoice Finish	
RR:	30.90	· · · ·	254444444	
Repair:	30.90			
Paint:	52.00	S1 💙		*
Part Markup:				

## **REQUEST AN INSPECTION**

- To request an inspection
- From the details page click on the link "Request inspection"
- You will see "Request inspection" appear in the comments section
- Click ORM to send the job as "Request inspection"

Create tax in	woice \$454.	55		
Create exce	ss invoice \$	500.00		
Invoice No	Туре	Amount	Status	
omment	Total Los	ss Red	quest Inspection	
				1
				1