## Jobs Copying a job.

Copying a job.

When a known customer brings his (known) car in for a new job, there is an easy way to copy his / her data.

First you have to look up the existing job(s), using the filter on the left:

PlanManager							Help	Wor	kshop	Job	Planning	Re	eport	Ĭ	laintenance	System	Car Fleet	Invoicir
Back Job List	Order list	Deliverie	es Of	ffer Re	quests	Stock Scale	Vat Book	DMS	Albatros	Carpass	Audatex Audate	ex Claim	S				English (United	Kingdom)
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ab12wer			<		1													
type a person name			2															

In the job list you will see this symbol  ${}^{igside{D}}$ , when you click this you'll see next screen:

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<b>*</b>	ď	1502	Number of copies * 1	AB12V
			dot 🖂	
			<ul> <li>Documents (4)</li> <li>O Selected</li> <li>All pictures</li> </ul>	
			Damage: Door FL	
			Repair Description: Repair & Paint	
			Estimation 1 £ 1328.02 (Planning, TEST)	
			Page 1 / 2	
			(c) 2024 InSyPro <christof@insypro.com>   2024-04-28 09:37</christof@insypro.com>	

URL: http://faq.insypro.com/index.php?action=artikel&cat=6&id=578&artlang=en

## Jobs

Here you indicate wether you want to copy the job (car + owner + insurer, etc) or job + documents (you can select the pictures you want to copy) and eventually one

of the estimations. Once you click "Copy claim" with the ticked info.

Copy claim

a new claim is created

Back Job List Order list Deliv	/eries	Offer R	equests	Stock Sc	ale Vat	Book DN	IS Albatro	s Carpass	Audatex	Audatex Claim	S				English	(United Kingdor	m) 💌
Reset Export		Ne	w	Quick ap	opointment	3 items									P	revious   1	Ne:
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type a person name	<																

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