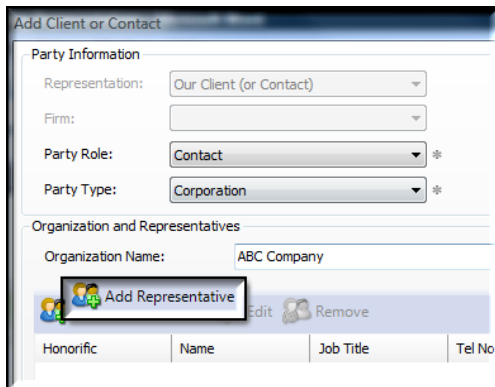
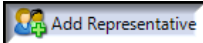
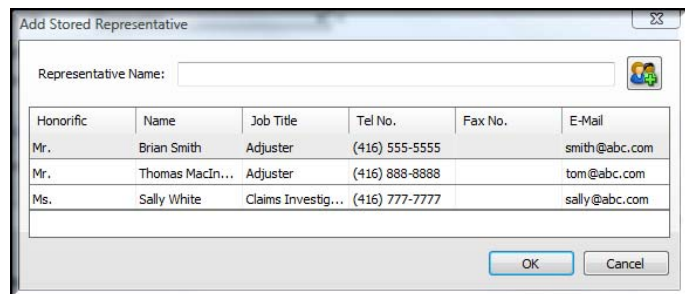


Adding a Stored Representative



To add a stored representative to the file, click  in the **Add Client or Contact** window.


Select the name from the list and click **OK**. If additional representatives are required, they can be selected one at a time.

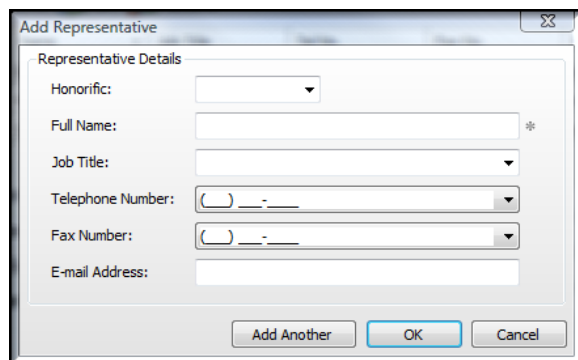


Honorific	Name	Job Title	Tel No.	Fax No.	E-Mail
Mr.	Brian Smith	Adjuster	(416) 555-5555		smith@abc.com
Mr.	Thomas MacIn...	Adjuster	(416) 888-8888		tom@abc.com
Ms.	Sally White	Claims Investig...	(416) 777-7777		sally@abc.com

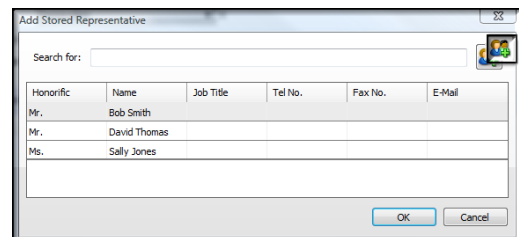
If the representative does not appear in the list he or she will need to be added.

Adding a New Representative

Click the  icon above the list of stored representative to open the Add Representative dialog.



Complete the details as required and click **OK**. The new representative will now be added to the stored representatives list for that company and will be available for future use.



Honorific	Name	Job Title	Tel No.	Fax No.	E-Mail
Mr.	Bob Smith				
Mr.	David Thomas				
Ms.	Sally Jones				