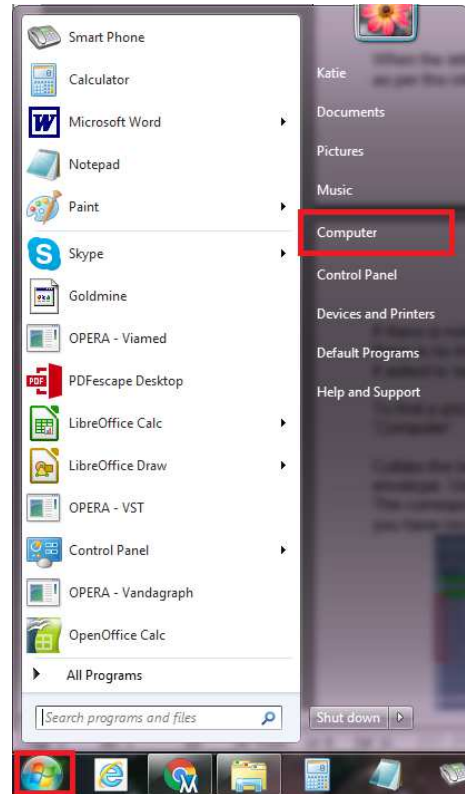
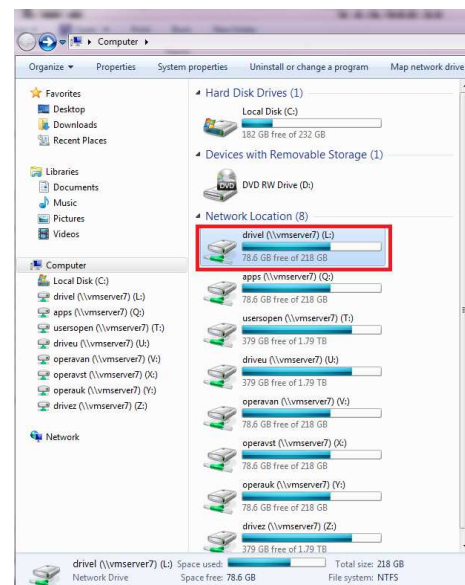


VM3COP20.73 - Locating Price Lists

1. To find a price list, click on the Windows icon in the bottom left of your screen and select 'Computer'.

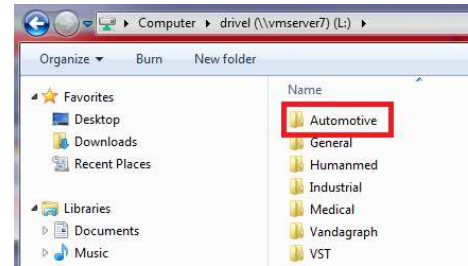


2. Double-click on 'drive1 (\\vmserver7) (L:)'.

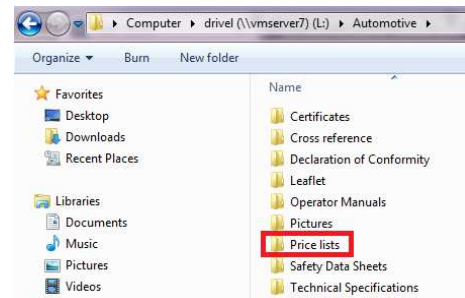


3. Automotive

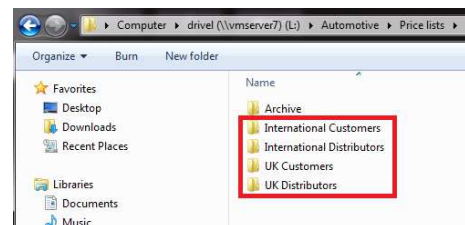
- Double-click on the 'Automotive' folder.



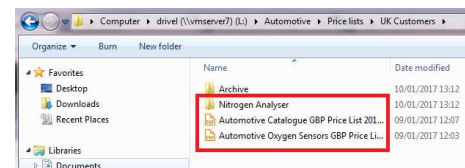
- Double-click on the 'Price Lists' folder.



- Locate the customer type folder that you need and then double-click it.



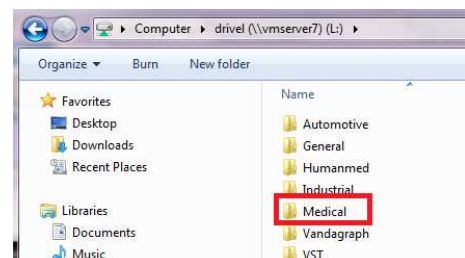
- To open, double-click on a PDF version of the price list; these can be identified by the PDF icon to the left. Some product range price lists may have a DOC as well as a PDF file. Always use the PDF version.



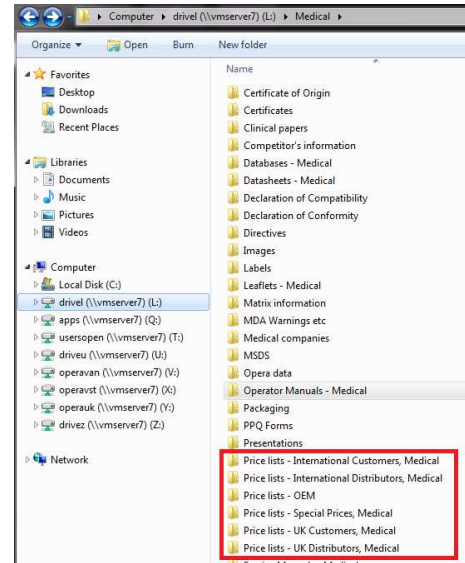
Note: Some folders contain an archive folder. The archive folders contain old price lists that are no longer used, ensure you never use these.

Medical

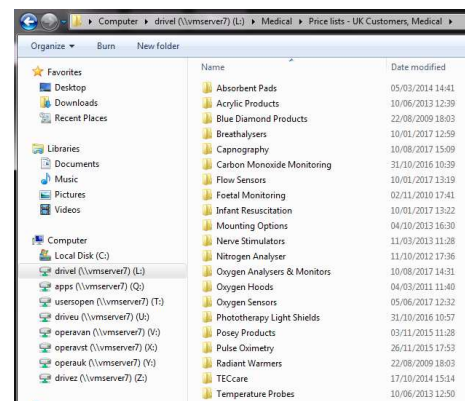
- Double-click on the 'Medical' folder.



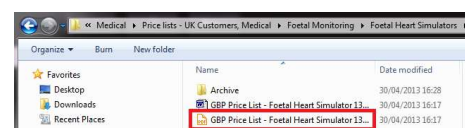
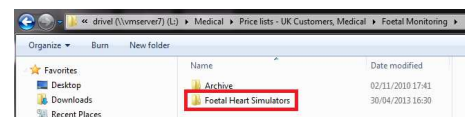
- Locate the customer type folder that you need and then double-click it.



- Locate the folder for the product range required and then double-click it.

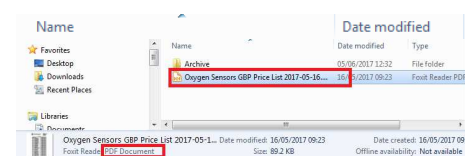


- Locate the folder for the product type required and then double-click it.
- To open, double-click on a PDF version of the price list; these can be identified by the PDF icon to the left. Some product range price lists may have a DOC as well as a PDF file. Always use the PDF version.



Note: Some folders contain an archive folder. The archive folders contain old price lists that are no longer used, ensure you never use these.

If you are unfamiliar with PDF icons, click on the file once and the file type will be identified at the bottom of the window.



Printing the price list

After double-clicking on the price list, it will open in a PDF viewing application.

Depending on the software your computer has, there should be a 'File' menu and when clicked, should contain a 'Print' button. If you do not have these buttons, hold down the 'Ctrl' key on your keyboard and press the 'P' key.

Both of these options will open the print dialog box.

Select a colour printer, change the number of copies to the required amount and press the 'OK' button.

