

How to send Your Quote Files to a Print House

JOB AID

Purpose: This job aid will help agencies Send Completed Robo-Agent Quote Files to an outside print company..

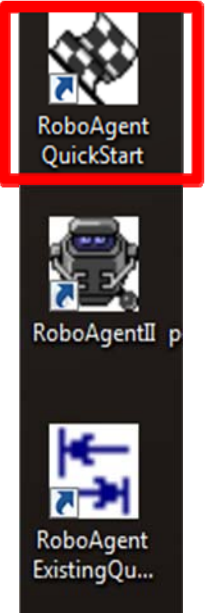

When: Use this job aid as needed.

Materials Robo-Agent

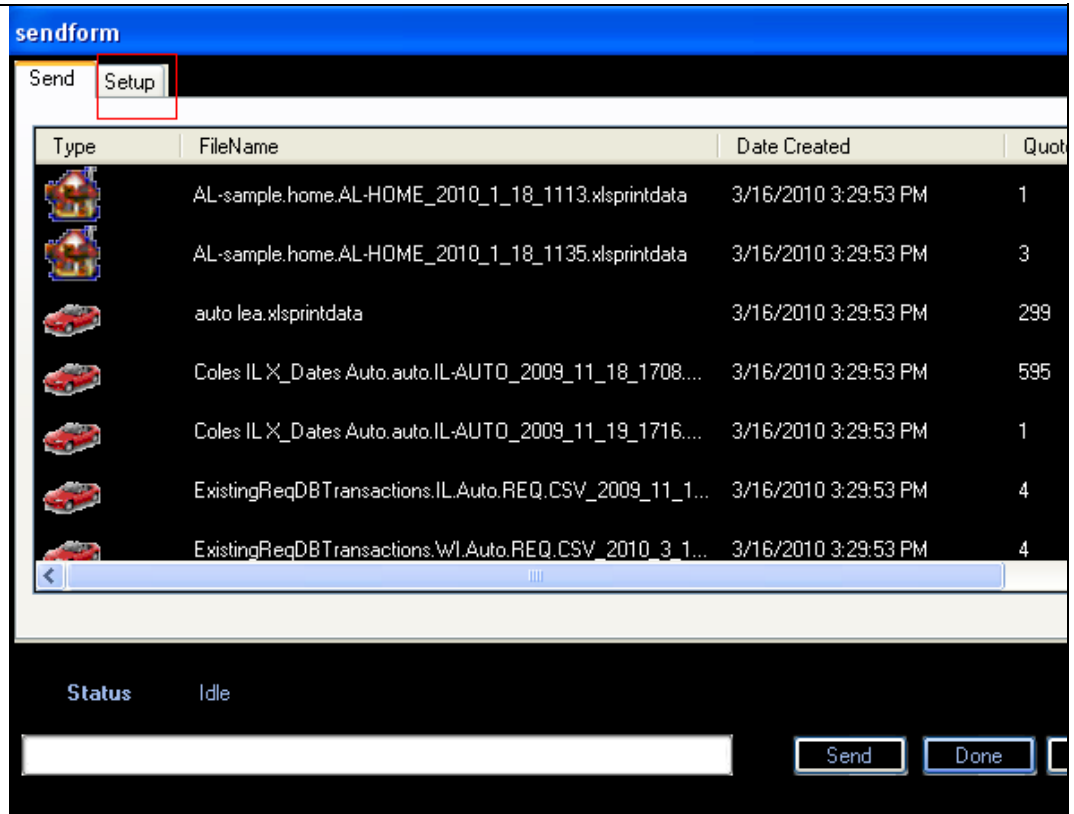
Note: This job aid starts with a “Quick Steps” section listing the steps required to complete the task(s). The remainder of the job aid provides detailed descriptions and graphics for each step.

Quick Steps

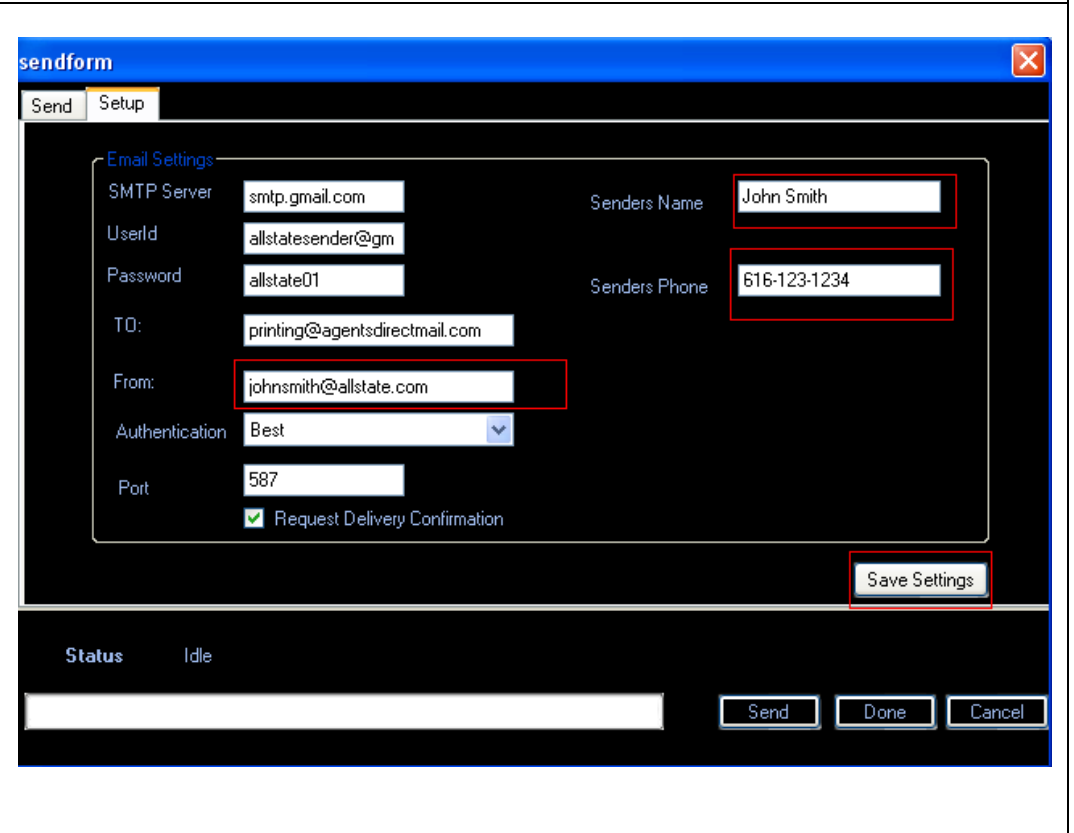
1. Double –click ROBO-Agent QuickStart icon on your desktop.
2. Click “Outsourcing” Icon
3. The first time through, Click Setup Tab, If you have completed step 4 before, proceed to step 5.
4. Enter Your Name in the Senders Name field.
Enter Your Phone Number in the Senders Phone Number field.
Enter Your Email Address in the “From:” field.
Click Save Settings Button
5. Click “Send Tab” if needed.
Select the files that you want to send by clicking on the file in the list. Multiple files may be selected by holding down the left CTRL key at the same time as clicking the file in the list.
6. Click the Send Button.
7. Wait for the message box to display File(s) sent Successfully.
8. Click Done Button.

Steps	Looks Like This
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<p>2. click “Outsourcing” Icon</p>	

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