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| **From:** | communication@csninc.ca |
| **Date:** | Tue, Feb 2, 2016 at 2:47 PM |
| **Subject:** | TD Insurance Enabling Mandatory Field: Drivable/ Non- Drivable |
| **Message:**  |
| Good Afternoon TD DRP Partners, TD Insurance has asked CSN Corporate to forward an email to the DRP shops asking that the “Drivable/ Non-Drivable” field in Mitchell Ultramate is enabled as mandatory. Attached is a document outlining how to set up a mandatory field in Ultramate. If you have any questions regarding the set up please contact Douglas White at 647-292-3904 or by email at douglasw@csninc.ca  |
| **Attachment included?** | YES  |

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| **Attachment:**  |  | **Enabling Mandatory Fields in Ultramate Drivable** |

Enabling Mandatory Fields in Ultramate

1. Login to Mitchell Estimating (Ultramate) with Administrative rights
2. Click System Info
	1. 
3. Select the Shop profile (TD Insurance. Security National, Monnex )
4. Click Design Screen
	1. 
5. Editing Tool Bar:
	1. 
	2. These actions may require you to use the following tools bars:
		1. Hide Tab
		2. Required
6. Select - Editing Vehicle tab, and then Vehicle data tab.
	1. 
7. To make “Drivable” required, click on the “required” toolbar and select the Drivable field.
	1. 
	2. **Click File**
	3. **Click Save**