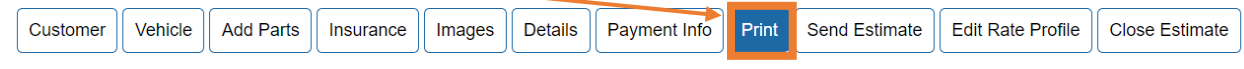


## How to Create and Save EMS files

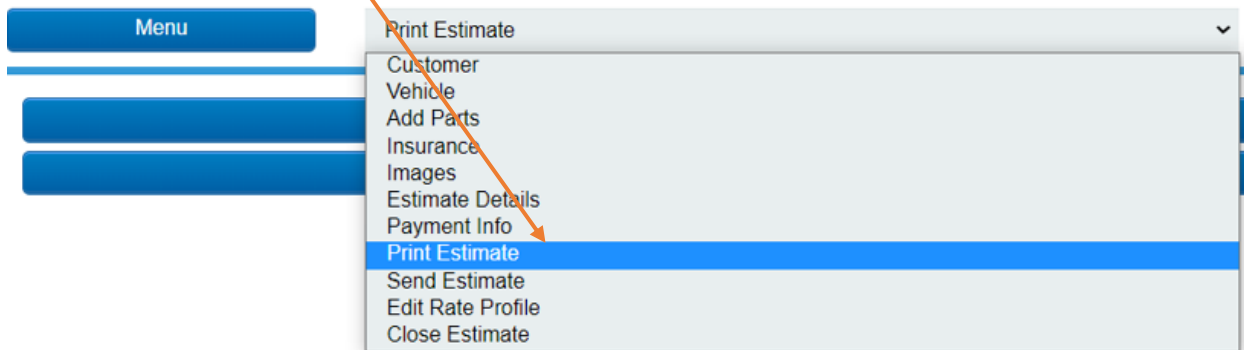
\*\*\*EMS files convert *estimate data* to a standard format for use in 3<sup>rd</sup> party software. Contact your 3<sup>rd</sup> party software provider to have necessary files setup on your computer when they install the software.

1. After you open your estimate, navigate to the “**Print**” page.

**a. On a PC:**

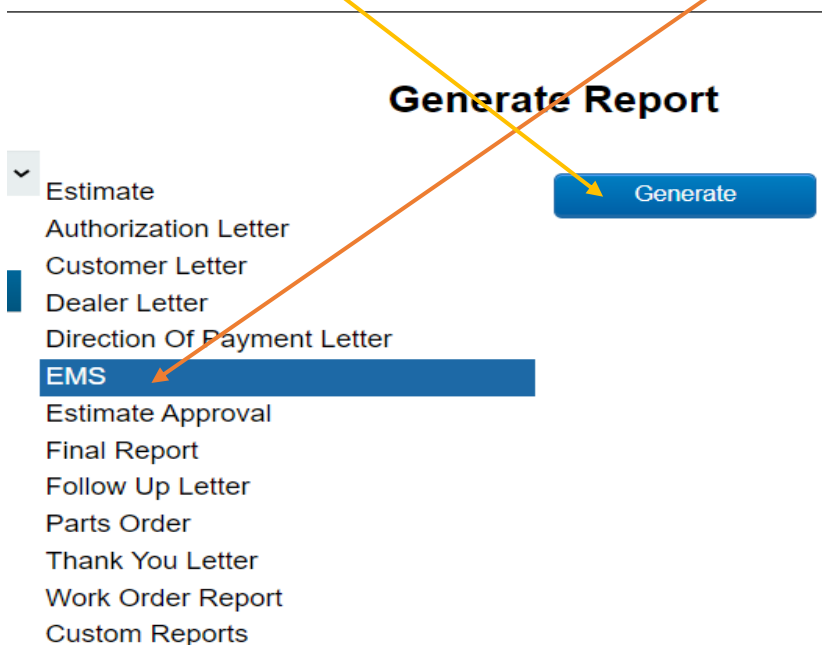


**b. On a Mobile Device:**



2. On the Print Estimate page, in the “Generate Report” section, select **EMS**. Then select the “**Generate**” button.

### Print Estimate



3. Once you have generated the EMS file, the link to save it will be in your “Report History” on the “Print” page. Select the Report “**Icon**” for that EMS file. \*\*\*You may be able to skip step # 3, if your browser settings automatically open the “Save As” popup, as seen in step # 4 (below).



### Print Estimate

<Payment Info

#### Report History

All

☐ show deleted reports

Time Stamp	Report Type	Email	Report	Delete
8/5/2020 2:35:38 PM	EMS			

#### Generate Report

Estimate  
Authorization Letter  
Customer Letter  
Dealer Letter  
Direction Of Payment Letter  
**EMS**  
Estimate Approval  
Final Report  
Follow Up Letter  
Parts Order  
Thank You Letter  
Work Order Report  
Custom Reports

Generate

4. That will open the “**Save As**” dialog box. In this popup you will select where you want to save the EMS file. Select the correct save location, then select the “**Open**” button to save the file.

Save As

This PC > Desktop

Search Desktop

Organize New folder

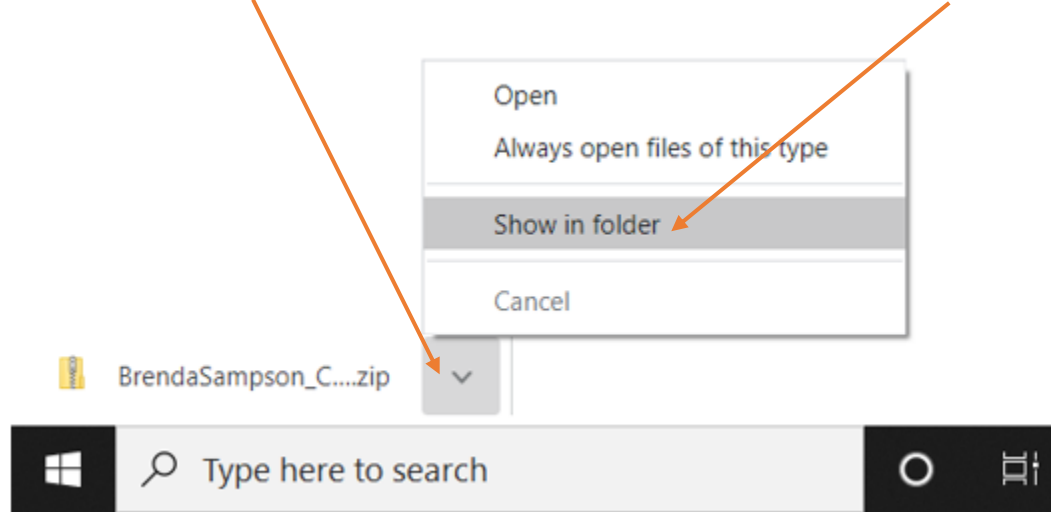
Name	Date modified	Type	Size
2014 Ford F150	6/30/2020 9:41 AM	File folder	
6640685	6/29/2020 5:16 PM	File folder	
Aluminum Repairs	3/19/2019 7:39 PM	File folder	
Carfax Removal Form	6/2/2020 12:47 PM	File folder	
Collision Link Import Folder	5/22/2020 11:35 A...	File folder	
Daily Work Docs	6/2/2020 1:14 PM	File folder	
Database	6/2/2020 12:56 PM	File folder	
EMS Issue 12-3-2019	6/2/2020 12:54 PM	File folder	
Flores	6/15/2020 4:32 PM	File folder	

File name: BrendaSampson\_ChevroletEquinox\_EMS\_3.zip

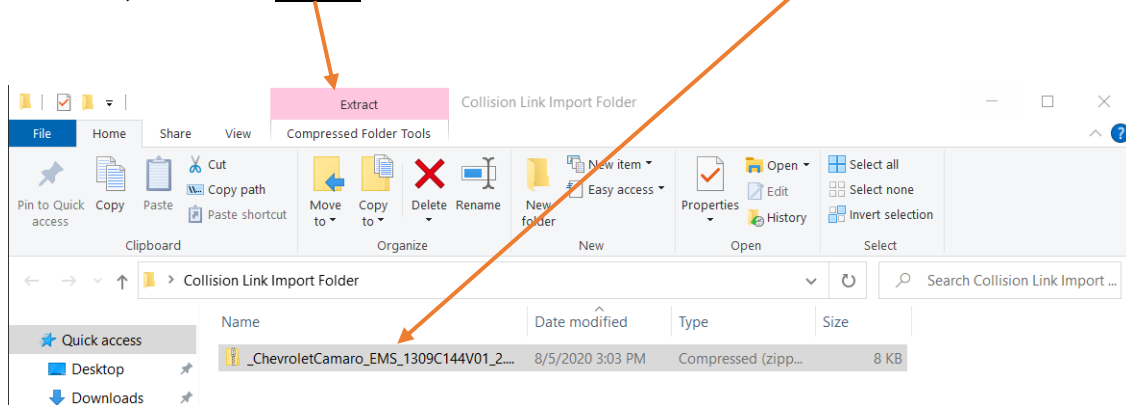
Save as type: Compressed (zipped) Folder (\*.zip)

Open Cancel

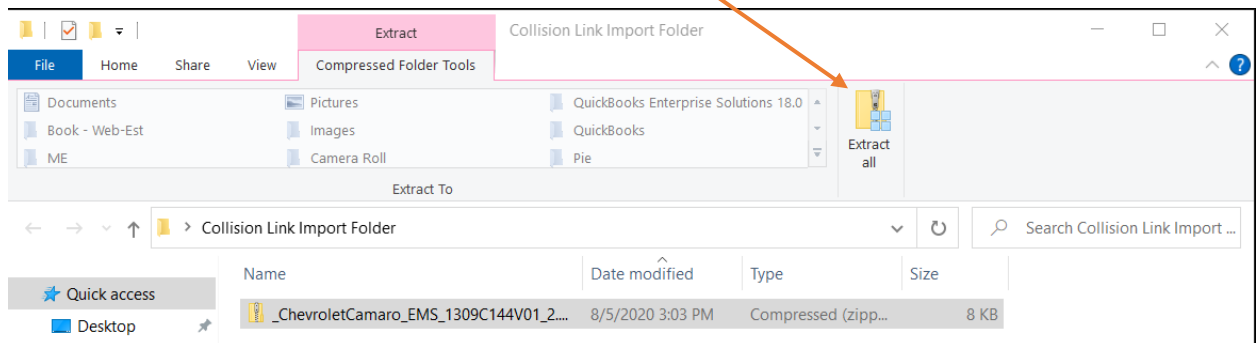
5. In most cases, you will need to navigate to the folder the file was saved to, then extract the files. If you are using Google Chrome, in the bottom left corner of your screen, there will be a file icon. Select the **Options Link** on the right side of the icon. Then select **Show in Folder**.



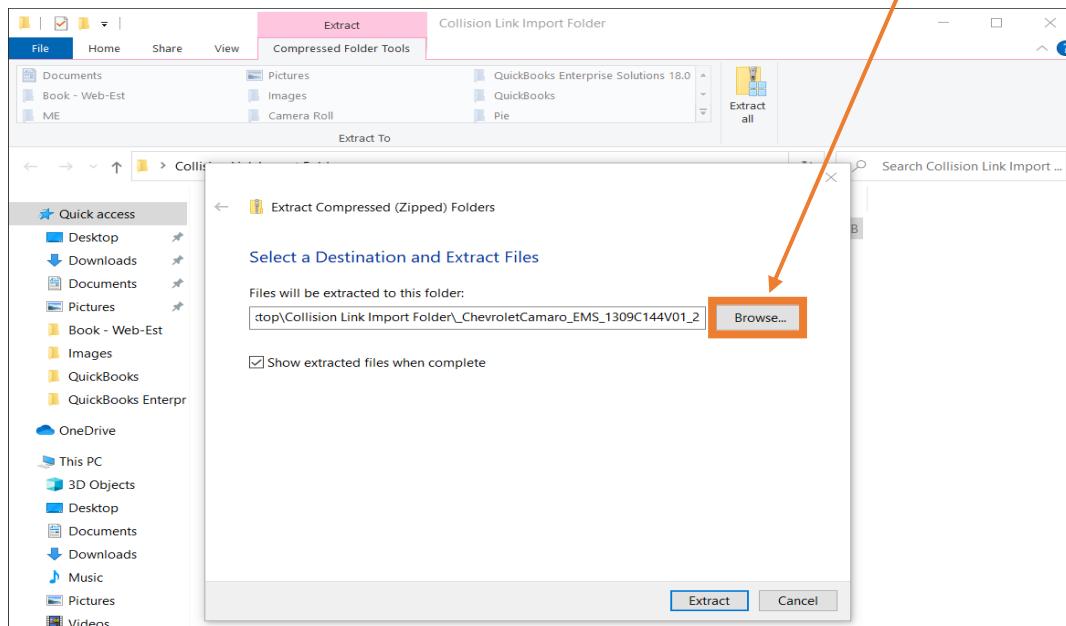
6. Once you have the destination folder open, select (click or tap) the **Zip** file, then at the top of the folder, select the **Extract** tab.



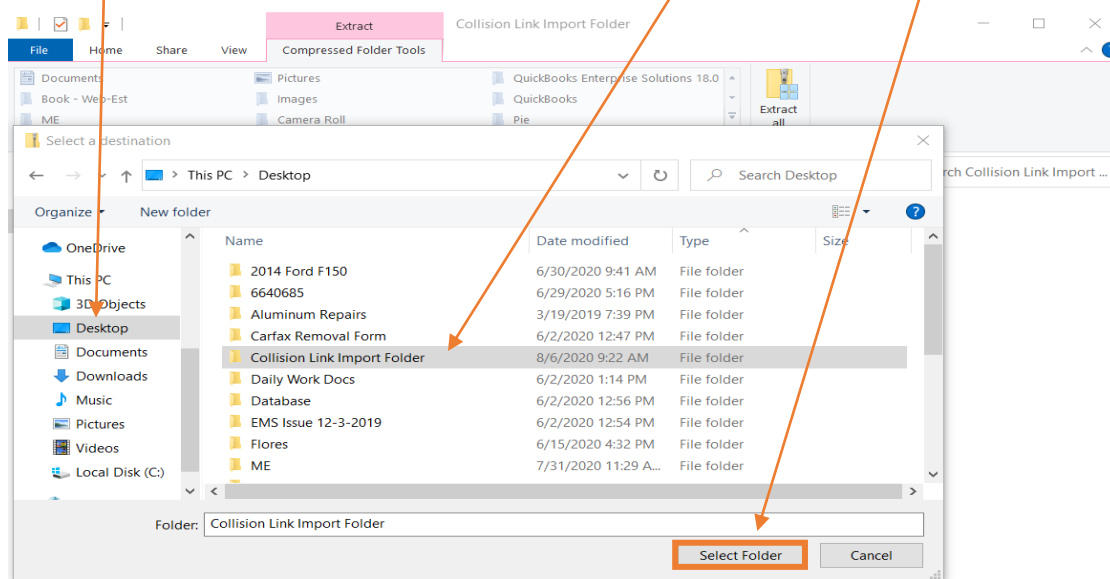
7. After you have selected the Extract tab, select the **Extract All** link.



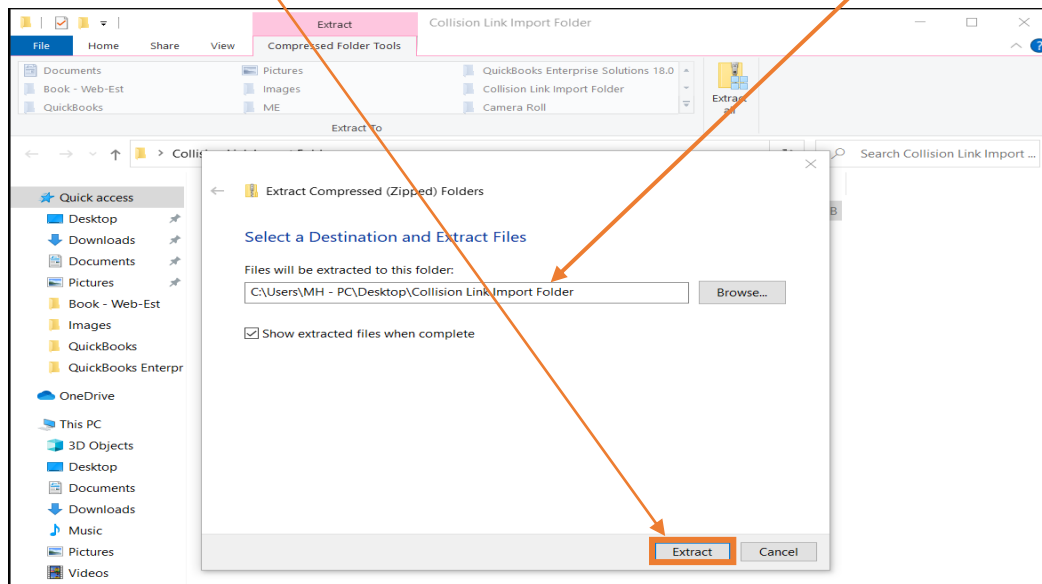
8. After you have selected the “Extract All” link, you will see a popup that allows you to select the destination folder for the extracted Zip files. On this popup, select the “**Browse**” button.



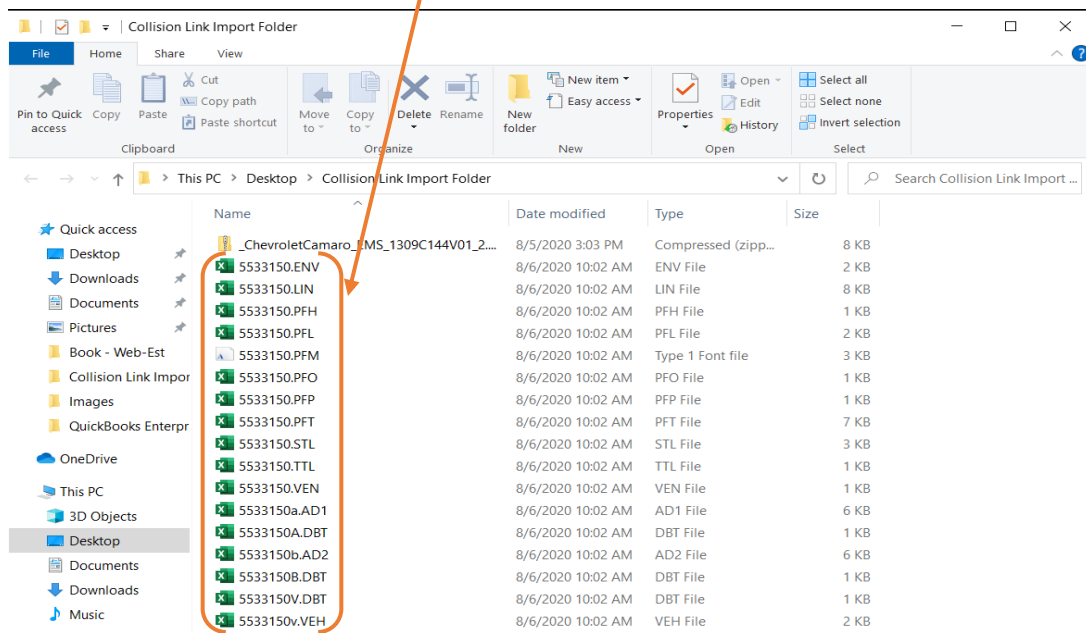
9. On the following popup (Select a Destination), select the correct location on your device for the extracted files to be saved. In this example, the destination folder is located on the desktop. Select “**Desktop**” from the left sidebar, then select the “**destination folder**” in the body of the popup. After the correct location is selected, then click or tap on the “**Select Folder**” button.



10. Notice that the correct destination is now listed in the “**Files to be extracted to this folder**” field. Next, select the “**Extract**” button on the bottom of the popup.



11. The EMS files have now been extracted from the Zip file and are ready to process with your programs that utilize EMS files.



\*\*\*If you use a 3<sup>rd</sup> party Zip file software, you will need to follow that software’s instructions on how to extract the files.