

How to download and print the Contractor Lists

1. Use a web browser to go to: <http://mcgloneinsurance.com/contractor-list/>
There is also a link at the bottom of all the pages
at mcgloneinsurance.com
2. You may be prompted to enter a user name and password.
 1. For the user name enter mcglone
 2. For the password enter envelope
3. Click on the name of the file you want to download. Click "Save" to save the file to our Downloads folder. You may now close the browser window if you wish.
4. Go to the Desktop and double click the Panorama file named "Contractor List".
5. From the file menu, select "Open File"
6. In the dialog box, navigate to your Downloads folder to locate the file you just downloaded. It will be named something like "PL#####.csv".
7. Click ONCE only on the file name.
8. Make sure that the Check box is checked that reads "Replace Current Database" below the file selection area.
9. Click the "Open" button to import the file into the database.
10. From the Action menu select "Process List".
11. From the View menu select "Mailer".
12. From the File menu select "Print".

After you have printed the Mailers, you can close the Panorama database. You don't need to save the changes unless you think you will need to print this same list again.