

New Connection

How to add a new customer	Application ► Customer ► New Customer
What to do if the customer is not having an id	Application ► Customer ► Generate Id No
How to change customer details	Application ► Customer ► Modify customer
How to create new application	Application ► Application ► New application
How to Change application details	Application ► Application ► Modify application
How to issue PIV I	Application ► PIV ► Issue new PIV
How to Confirm PIV I	Application ► PIV ► Confirm PIV
How to change PIV 1 Id no	Application ► PIV ► Change PIV Id No
What to do if the application no didn't generate	Application ► Application ► Generate App No
How to create a new appointment	Schedule ► Appointment ► Create Appointments
How to create New service estimate	Estimation ► Service Estimate New ► New
How to change new service estimate	Estimation ► Service Estimate New ► Update
How to create new estimate	Estimation ► Estimate ► New
How to modify new estimate	Estimation ► Estimate ► Modify
How to Approve / Reject Estimate	You can find estimates to be approved from system Dashboard or you can go to Estimation ► Estimate ► approve / Reject
How to search existing application	Application ► Search Application
How to undo rejected estimate	Estimation ► Estimate ► undo rejects
How to issue PIV II	Estimation ► PIV ► Generate PIV
How to confirm PIV II	Estimation ► PIV ► Confirm PIV
How to issue Loan PIV	Estimation ► PIV ► Generate Loan PIV
How to create a job	Estimation ► Job creator

How to allocate job to a contractor

[Manage jobs](#) ► [job contractor](#) ► [Job Allocation](#)

How to revise a job

[Manage jobs](#) ► [Jobs](#) ► [Revise jobs](#)

How to approve revised Job

[Manage jobs](#) ► [Jobs](#) ► [Approve Revise jobs](#)

How to undo rejected Jobs

[Manage jobs](#) ► [Jobs](#) ► [Undo rejected jobs](#)

How to finish the job

[Manage jobs](#) ► [NC job Finalize](#) ► [NC job finish](#)

How to Prepare Contractor Bill

[Manage Jobs](#) ► [Job contractor](#) ► [Contractor Bill](#)

How to download contractor bill

[Manage jobs](#) ► [Job contractor](#) ► [Contractor Bill](#)
[manage](#)

How to Send to Billing Data

[Mange Jobs](#) ► [Billing](#) ► [Send to Billing](#)