# ***Cost Recovery***

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| 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 |

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| 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 |