

How to select the vehicle to access the parts & labor database on the Add Parts page.

On the Vehicle page of your estimate, there are three possible ways to access the Parts & Labor database to write the vehicle damages.

1. Enter a valid **License Plate Number** and **State** where registered. Then select the **Decode** button. This will auto fill in the VIN in the appropriate field.

Vehicle Information

<< Customer Save Add Parts >>

Lookup VIN from License

License Plate

License State

Decode

Vehicle Id Number

Enter Vin

Decode

~OR~

2. Enter a valid **17-digit VIN**. Then select the **“Decode”** button for the VIN field. Remember that the letters “I”, “O” & “Q” are never used in VINs.

Vehicle Information

<< Customer Save Add Parts >>

Lookup VIN from License

License Plate

License State

Decode

Vehicle Id Number

Enter Vin

Decode

~OR~

3. In Section 1 of the Vehicle page, using the dropdown fields, select the **Year, Make, Model, Trim & Body Type**. This is the *minimum* information needed to access the vehicles parts & labor database.

******Notice the red asterisks beside the mandatory fields. This is a reminder that all these fields are required to access the database. Simply click on the dropdowns to make your selections.

Database

Manual

1

Year, Make, Model

Year *

-----Select Year-----

▼

Make *

-----Select Make-----

▼

Model *

-----Select Model-----

▼

Trim *

-----Select Trim-----

▼

Body Type *

-----Select Body Type-----

▼

Paint Type

2 Stage

▼

*******With Pro-Estimator, you can produce a *manually entered* estimate on vehicles that are not in the database (specialty vehicles, older vehicles, boats, etc.). To write a manual estimate for a non-database vehicle, on the Vehicle page directly above Section 1, select the **Manual** button.

<< Customer

Save

Add Parts >>

Vehicle Information

Database

Manual

1

Year, Make, Model

2

Vehicle Types *Not Required*

Year *

-----Select

▼

Make *

-----Select

▼

Production Year

-----Select

▼

Production Month

-----Select

▼

Model *

-----Select

▼

Trim *

-----Select

▼

Engine

-----Select Engine Type-----

▼

Body Type *

-----Select

▼

Paint Type

2 Stage

▼

Transmission

-----Select Transmission Type-----

▼

On the Manual Vehicle page you can enter in the **Make, Model, Year and Trim** details. This will allow the correct vehicle information to print on the header of your PDF estimate.

Vehicle Information

<< CustomerSaveAdd Parts >>

DatabaseManual

Manual Entry

Note: You will have to use Manual Entry to create an estimate, the graphical page is not available for manually entered vehicles.

Country
Manufacturer
Make
Model
Year
Trim

You will also have the option to fill in the License Plate, State & VIN (though it will not decode). Sections 3 (Vehicle Details), 4 (Notes) & 5 (Accessories) are also available for selection. All information, except for Section 4 (Internal Notes) will print on the PDF.

Vehicle Information

<< CustomerSaveAdd Parts >>

3 Vehicle Details *Not Required*

Mileage In0.0Mileage Out0.0

Estimated Value \$0.00KBB Value

License Plate

License State-----Select State-----

Exterior ColorInterior Color

Stock Number

4 Notes

Estimate Notes (Internal)

5 Accessories

☐ Air Bag Other☐ Air Bag-Driver☐ Air Bag-Passenger

☐ CD Player☐ Center Console☐ Chrome Bumper

☐ Hydraulic Liftgate☐ Keyless Entry☐ Leather Seats

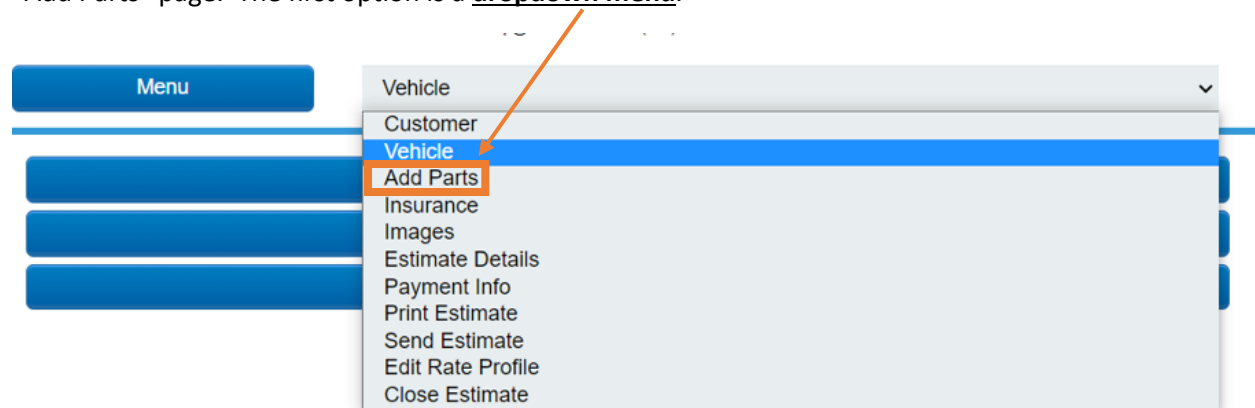
☐ Remote Starter☐ Remote Trunk Release

After you have entered the Vehicle information, whether a database or a non-database vehicle, you will select the “Add Parts” link to be taken to the correct page to write your estimate. Remember that a vehicle entered in the “Manual” vehicle page will result in you accessing the “Manual Entry” page. These non-database vehicles will require all manual entries to complete the estimate. Database vehicles will take you to the Add Parts graphical page, which will allow access to labor times and part prices.

If you are creating your estimate from a PC, you will have an “Add Parts” button located at the top of the screen:



If you are writing the estimate from a Mobile Device, you will have two choices for navigating to the “Add Parts” page. The first option is a **dropdown menu**.



The second Mobile device navigation option is a **quicklink button** near the top of the page.

