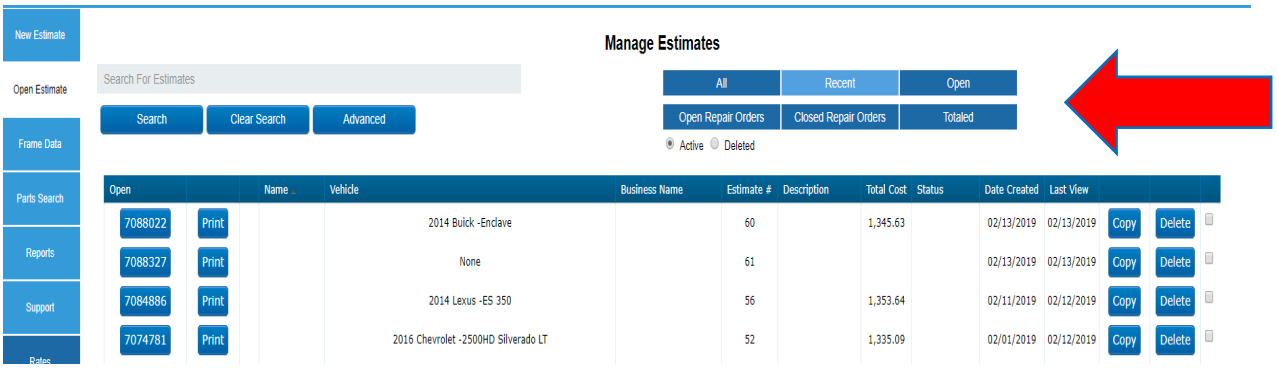
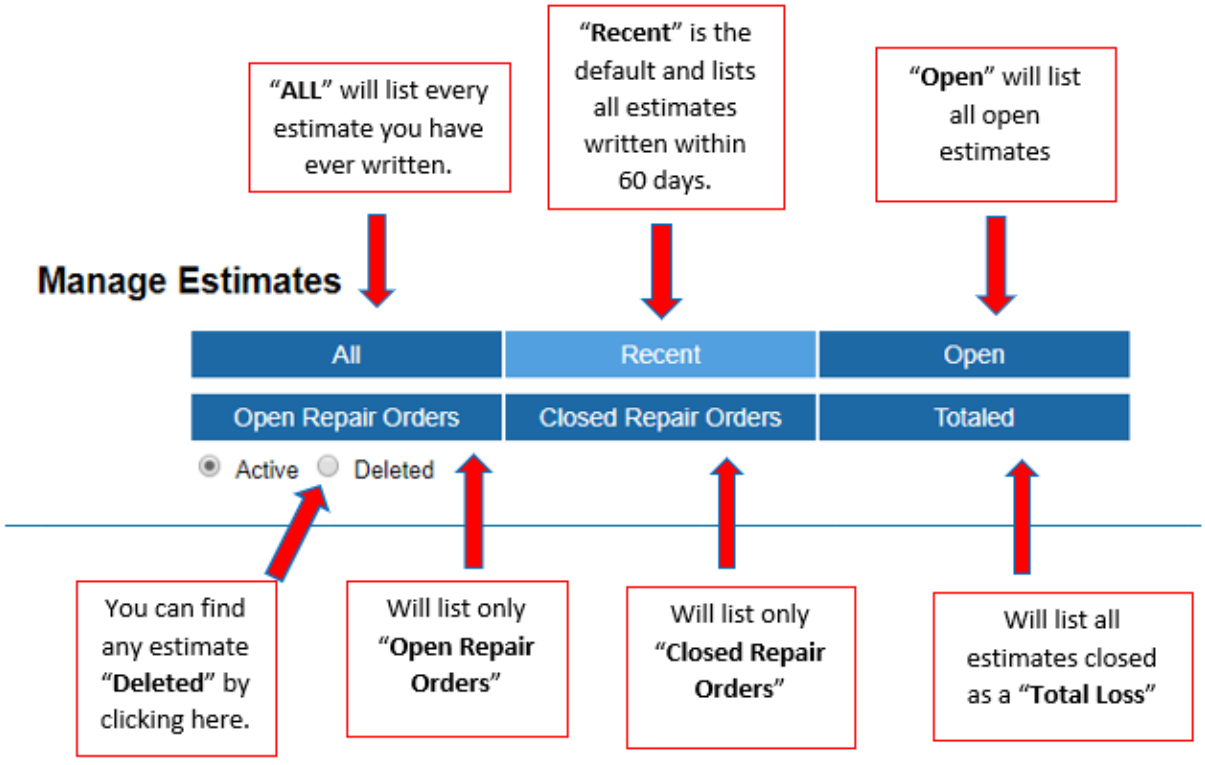
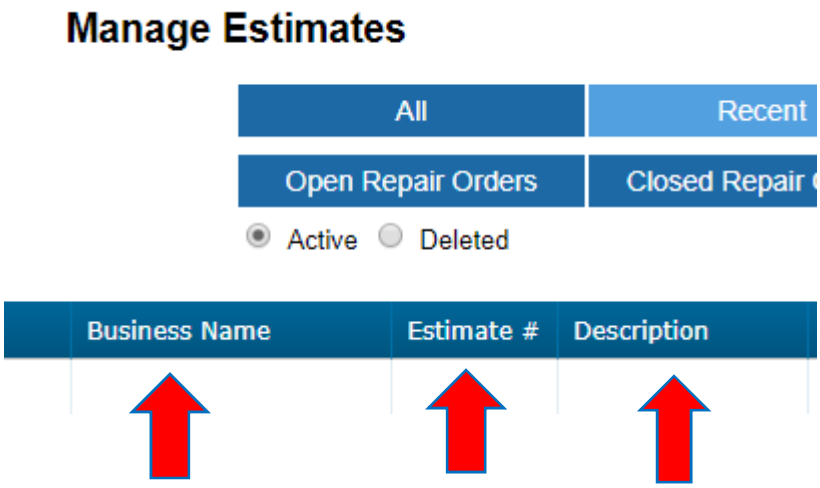
Manage Estimates

The "**Manage Estimates**" page will be shown upon successful login. The "**Manage Estimates**" page defaults to show all the recent estimates written in the last 60 days. You are able to sort this list using the other options listed.



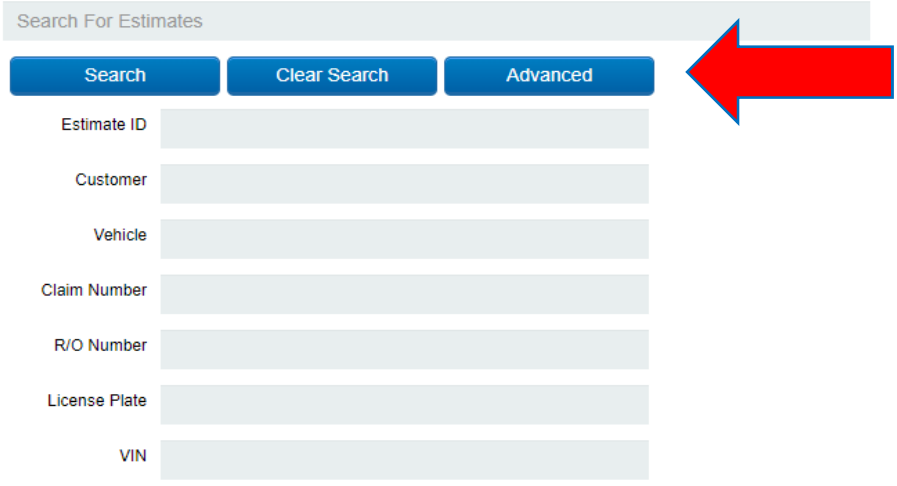


You can also organize your "**Manage Estimate**" list using the column headers. Just click on the header of the column you would like to organize: *Name*, *Vehicle, Business Name, Estimate #, Description, Created*, or *Last Viewed*.



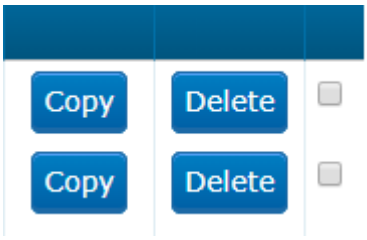
On the top left side of the "**Manage Estimates**" screen there is a "Search" feature. You can search by any of the basic column headers (example: *Name or Vehicle*)

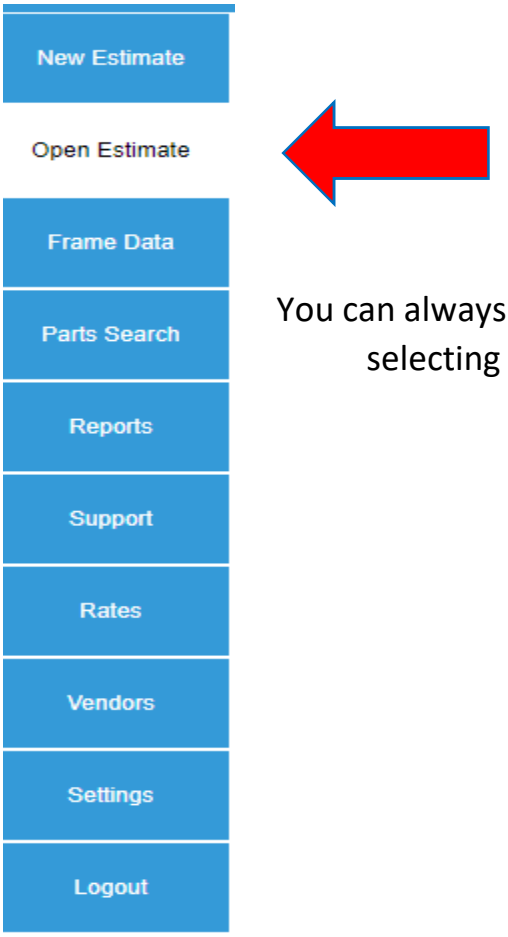
If you select "Advanced" more options will populate to search for an estimate.



To the ***left*** of each estimate on your list you can Open an estimate by selecting the blue button with the *ID#* listed on it OR you can select the Print button to view / print the estimate in PDF.

To the ***right*** of each estimate on your list you can "Copy" the estimate (which will duplicate the estimate for you) OR you can select "delete" on the line of the estimate.





You can always come back to the "**Manage Estimates**" page by selecting "***Open Estimate***" on your Left Side Menu.