

## Importing Web- Est Estimates into Pro-Estimator

All	Recent	Open
Open Repair Orders	Closed Repair Orders	Totaled
<input type="radio"/> Active	<input type="radio"/> Deleted	<input checked="" type="radio"/> Web-Est

On top of the manage estimate screen click the **Web-Est** option.

To ***Search*** for a specific estimate, you can utilize the ***Search*** feature on the top of the **Web-Est** estimates.

Estimates Customers

Fred

Search

Clear Search

Advanced

Estimate ID

5604596

Customer

Fred

Vehicle

2019 Ford

Claim Number

R/O Number

License Plate

VIN

Type in a simple ***Search*** word into the search field and click ***Search***.

If you do not find what you are looking for you can select **Advanced** and utilize any of the ***Advance Search Fields*** to locate the estimate that you want to import.

Estimates Customers

Fred

Search

Clear Search

Advanced

All

Recent

Open

Open Repair Orders

Closed Repair Orders

Totaled

☐ Active

☐ Deleted

☒ Web-Est

Open	Name	Vehicle	Business Name	Estimate #	Description	Total Cost	Status	Date Created	Last View	Import
5448727	Fred Smith	2018 Volkswagen -Jetta SE		1504		\$0.00	OPEN	02/19/2018	02/19/2018	<a href="#">Import</a>
<a href="#">4671133</a>	Fred Flinstone	2014 Ford -Escape SE		1275		\$2,213.02	OPEN	04/03/2017	04/03/2017	
<a href="#">3792570</a>	fred jones			798		\$0.00	OPEN	04/14/2016	04/14/2016	
<a href="#">3340996</a>	fred jones R/O 88888	2012 Toyota -Yaris L		600		\$127.78	OPEN	08/04/2015	08/04/2015	
<a href="#">3164482</a>	fred jones R/O 88888	2012 Toyota -Yaris L		502		\$0.00	Repair Order, OPEN	04/16/2015	04/16/2015	

1

2

3

4

5

1 - 5 of 5 items

Instructions for the search feature above

If the estimate number is a button, then the estimate is already imported. Click on the button to open the estimate.

You can search through pages using the arrows.

Click on any of the Column Headers to sort the list.

To import an estimate into Pro-Estimator, click the **Import** button

	Total Cost	Status	Date Created	Last View	Import
L ns ig	\$4,144.38	OPEN	06/11/2019	06/11/2019	Import
	\$140.06	OPEN	06/11/2019	06/11/2019	Import
		Closed			

To **Import** a **Web-Est** estimate, click on the **Import** button to the right of the estimate.

Please give the estimate up to a minute to **Import** the sheet for you. When you press the **Import button** you will see a progress bar. Once the **Import** is complete You will see the word **Success**.

Open	Name	Vehicle	Business Name	Estimate #	Description	Total Cost	Status	Date Created	Last View	Import
5448727	Fred Smith	2018 Volkswagen -Jetta SE		1504		\$0.00	OPEN	02/19/2018	02/19/2018	Success
4671133	Fred Flinstone	2014 Ford -Escape SE		1275		\$2,213.02	OPEN	04/03/2017	04/03/2017	
3792570	fred Jones			798		\$0.00	OPEN	04/14/2016	04/14/2016	
3340996	fred Jones R/O 88888	2012 Toyota -Yaris L		600		\$127.78	OPEN	08/04/2015	08/04/2015	
3164482	fred Jones R/O 88888	2012 Toyota -Yaris L		502		\$0.00	Repair Order, OPEN	04/16/2015	04/16/2015	

You can now **Open** the estimate by clicking on the **estimate number button**. This estimate will also now be in your **Manage Estimate Screen** (*Open Estimates in Pro-Estimator*).