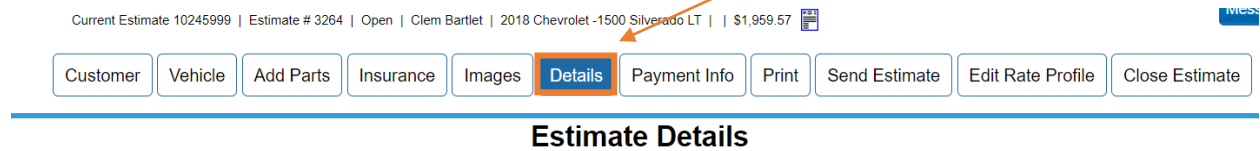# How to remove a Supplement Level from an Estimate

Pro-Estimator now allows the user to remove a supplement level from an estimate. This will allow the user to revert the estimate to its previous status, should a supplement be created when it was not needed.

1. Once you have opened the estimate, navigate to the "Details" page to create the supplement.

Current Estimate 10245999 | Estimate # 3264 | Open | Clem Bartlet | 2018 Chevrolet -1500 Silverado LT | | $1,959.57

| Customer | Vehicle | Add Parts | Insurance | Images | Details | Payment Info | Print | Send Estimate | Edit Rate Profile | Close Estimate |

Estimate Details

2. In Section 3 of the Details page, you will see the "Commit" button to create the supplement. The information will display what "Status" the estimate is in.

3 Supplement

Current Supplement Level: 0

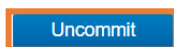Click Commit to lock current estimate and begin a new supplement.

Commit

3. Notice that after the Supplement is created, the "Commit" button now displays "Uncommit". When in this status, you can remove the supplement level. Simply select the "Uncommit" button to remove the current supplement level.

3 Supplement

Current Supplement Level: 1

Undo empty supplement

Uncommit

Estimate committed.

4. Once you have selected the "Uncommit" button it will revert back to displaying "Commit". Also notice that there is now an admonishment that confirms you have removed the supplement level. This will allow you to create a supplement if needed in the future.

3 Supplement

Current Supplement Level: 0

Click Commit to lock current estimate and begin a new supplement.

[Commit]

Current supplement uncommitted.

5. ***To uncommit a supplement, *there must be no supplemental line entries on that supplement level*. If you created a supplement by mistake, and already added line entries to that supplement, they will need to be manually deleted before you will have the ability to "Uncommit" the supplement. You can manually delete those erroneous supplemental line entries in the "Line-Item Previews" on the "Add Parts" page.

You can easily identify any supplemental line entries in the line entry previews. Any entry that does **not** have a "Lock" icon in the "Status " column will be a supplemental entry. You can remove those supplemental entries using the "Delete" button on the right side of the entry.

| Action: | Replace v | | Part Source: | OEM v | | Side: | Left v | | 2 Stage v | | -Add To Rfn- v | |

Please select a parts section
Front Lamps \ Comb v
☐ Show all years

	Line #	Status	Group	Op	Operation Description	Part Name	Part #	Part Price	Source	Overhaul	Labor Time	
Edit	4		FRONT LAMPS	Replace		L FRT COMBINATION LAMP ASSEMBLY	84388723	$1324.78	OEM	No	0.7 hrs. Body	Delete
Edit	3	🔒	CAB			R&I AIR INLET GRILLE ASSY		$0.00	Other	No	0.5 hrs. Body	Delete
Edit	2	🔒	HOOD	Replace		L HOOD HINGE	22914272	$120.35	OEM	No	0.3 hrs. Body, 0.5 hrs. Paint panel, 0.2 hrs. Clearcoat	Delete
Edit	1	🔒	HOOD	Replace		HOOD PANEL	23392664	$1155.00	OEM	No	1.2 hrs. Body, 3 hrs. Paint panel, 1.2 hrs. Clearcoat, 1.5 hrs. Underside	Delete

Once the supplemental line entries are removed, you will be able to remove the current supplement level.