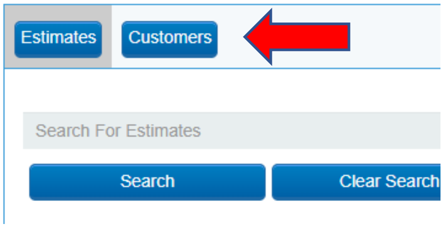
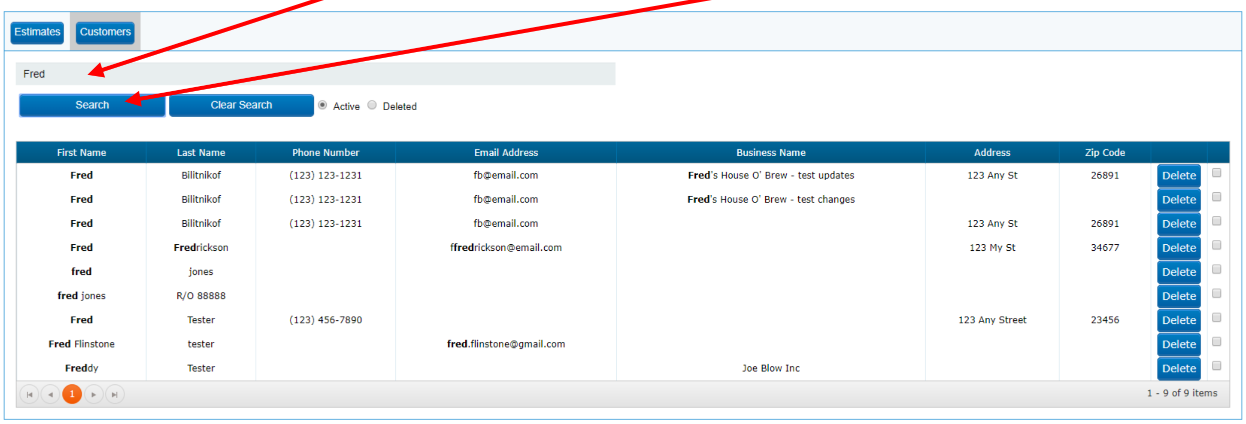
Saved Customer List

Web-Est is excited to give you more control of your ***Save Customer information***.



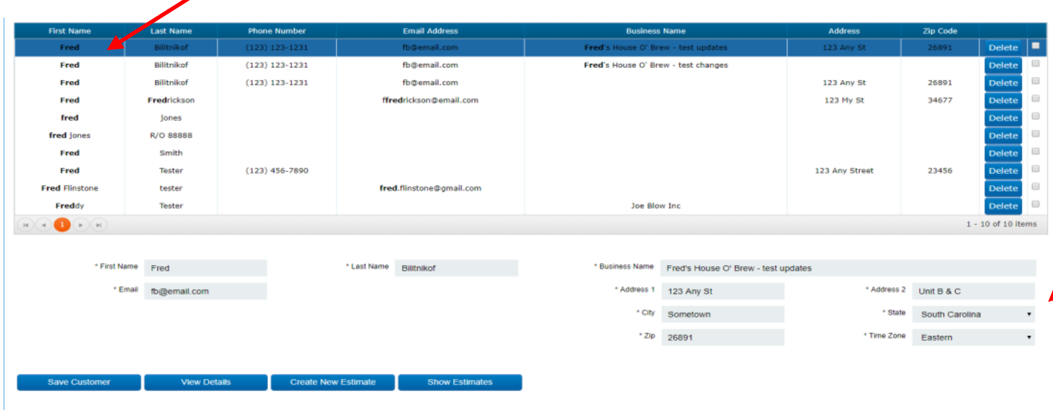
When you log in you will see the ***Customer*** option on the top of your ***Manage Estimate Screen***. Click on the ***Customers Button*** to go to your ***Saved Customer List***.

You can search for a specific customer by entering something simple into the ***Search field*** and selecting ***Search***.

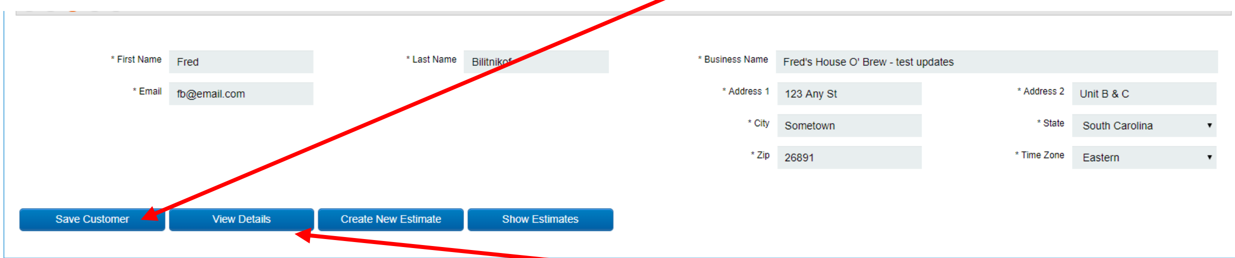


You may have more than one saved Customer under the same name and you can delete the multiples by selecting delete next to the line. ****This will **NOT** delete any estimates you have written for that customer.****

You can click on a ***Saved Customer line*** to populate the ***Saved Customer Information*** below the ***Customer*** grid.

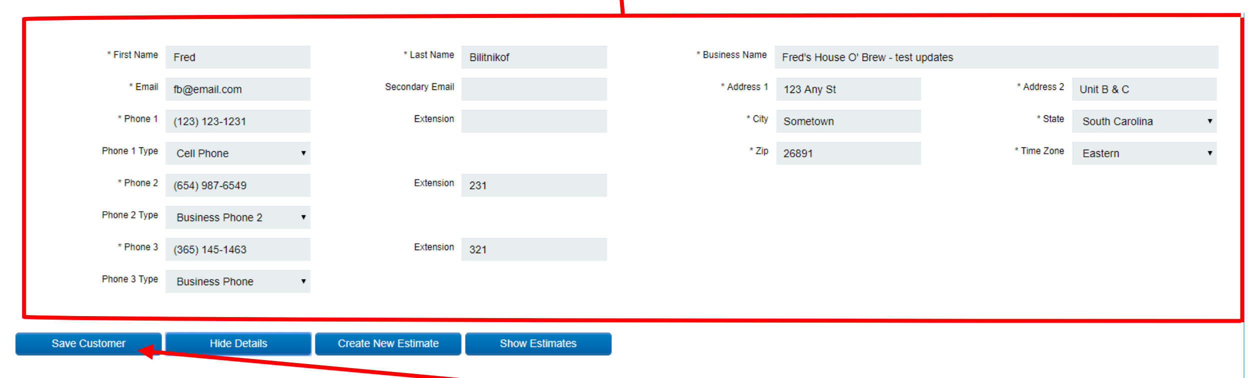


The ***Customer Information*** can be *edited or updated* by entering the correct information in the fields and clicking the ***Save Customer Button***.



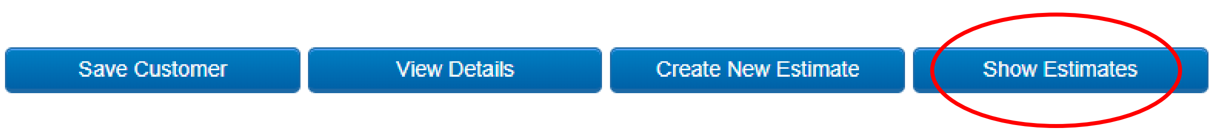
To view additional Customer Information, click on the ***View Details*** Button.

All of the **customer information** will open.



You can *edit or update* any fields and then click the ***Save Customer button.***

To *view or open* estimates written for the customer click on ***Show Estimates***.



To begin a ***New Estimate*** for that Customer you can select ***Create New Estimate***.