

Writing Estimates - Manual

Current Estimate 7228221 | Open |

Customer Vehicle **Add Parts** Insurance In

Refinish ☐ Blend **Part Source:** ☒ **OEM** ☐

When on the **Add Parts** Tab

Click on the **Add Manual** button

Please select a parts section

---Select Section---

Add Manual

PDR

The manual item entry screen provides all the necessary fields to add parts, labor, and paint times that cannot be added through the graphical interface. The manual screen is separated into 4 sections to assist in creating your line items accurately.

Section 1 is where you can add a part, description of the labor charge for **Section 2** (below), or select a Preset Charge (*instructions for Preset Charges are in the Support tab of your program*). Fill in the appropriate boxes / drop-down menus.

1 Add Charge

Select a Preset Charge

--or complete the form to add a part--

Operation ☐ Sublet ☒ Replace

Operation Description

Part Number or Description

Part Description

Part Source Part Number

Vendor

Part Price \$ Quantity

Betterment Type

☐ This item is part of an overhaul

Section

Section 2 is to add Labor to the line item. Select the **Labor Type** in the drop-down menu and then enter the **Labor Time**.

2 Add Labor

Labor Type: Frame
Labor Time: 1
Other Charges \$: 5.00
Other Type: Nontaxed

And / Or you can also enter a ***flat rate charge*** using the **Other Charges** box, but you **must** also select the **Other Type** for the charge to be added to the line. The **Other Charges** box is also where you can add a discount or a negative amount (*exp. -25.00, will subtract \$25.00 from the estimate*).

Section 3 is to add any **Paint Time** to your line item. Select your ***Paint Type*** in the drop-down menu and then enter your ***Paint Time***.

3 Add Paint

Paint Type: 2 Stage
Paint Time: 2

Clearcoat Time: 0.8	Blend Time: 1
<input checked="" type="checkbox"/> Include?	<input type="checkbox"/> Include?
<input type="checkbox"/> Locked?	<input type="checkbox"/> Locked?
Edging Time: 0.5	Underside Time: 1
<input type="checkbox"/> Include?	<input type="checkbox"/> Include?
<input type="checkbox"/> Locked?	<input type="checkbox"/> Locked?

When you enter the ***Paint Time*** the system will auto calculate the additional times for *Clearcoat, Blend, Edging, and Underside* click the ***Include check box*** for any of the additional times you need.

Section 4 is where you can add Notes to the line item

4 AddNotes

Customer Notes
Shop Notes

Customer Notes will print on the estimate. ***Shop Notes will not*** print on the estimate.

After you have entered all of the information and charges you must click **Add** at the top of the page.

