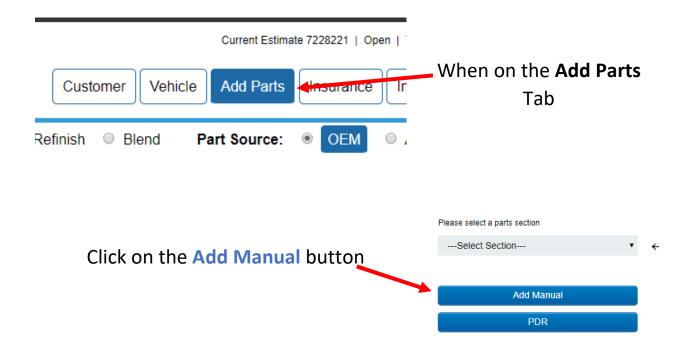
Writing Estimates - Manual

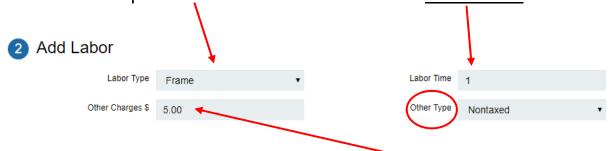


The manual item entry screen provides all the necessary fields to add parts, labor, and paint times that cannot be added through the graphical interface. The manual screen is separated into 4 sections to assist in creating your line items accurately.

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.



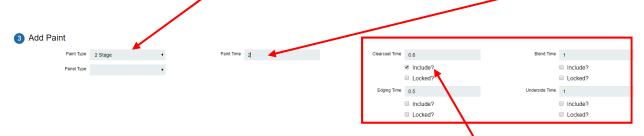
Section 2 is to add Labor to the line item. Select the <u>Labor Type</u> in the drop-down menu and then enter the **Labor Time**.



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 <u>Paint Time</u> to your line item. Select your <u>Paint</u>

Type in the drop-down menu and then enter your <u>Paint Time</u>.



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



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