

Manage Estimates

The “**Manage Estimates**” page will be shown upon successful login. The “**Manage Estimates**” page defaults to show all the recent estimates written in the last 60 days. You are able to sort this list using the other options listed.

New Estimate

Open Estimate

Frame Data

Parts Search

Reports

Support

Rates

Search For Estimates

Search

Clear Search

Advanced

Manage Estimates

All

Recent

Open

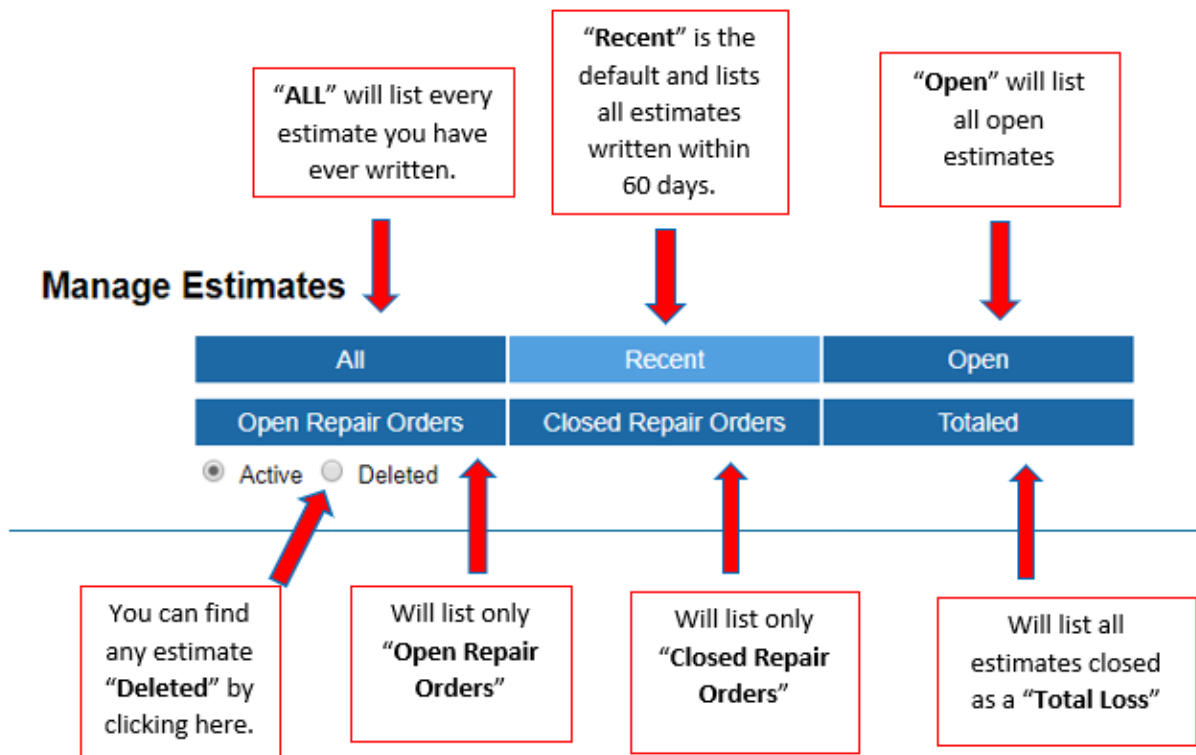
Open Repair Orders

Closed Repair Orders

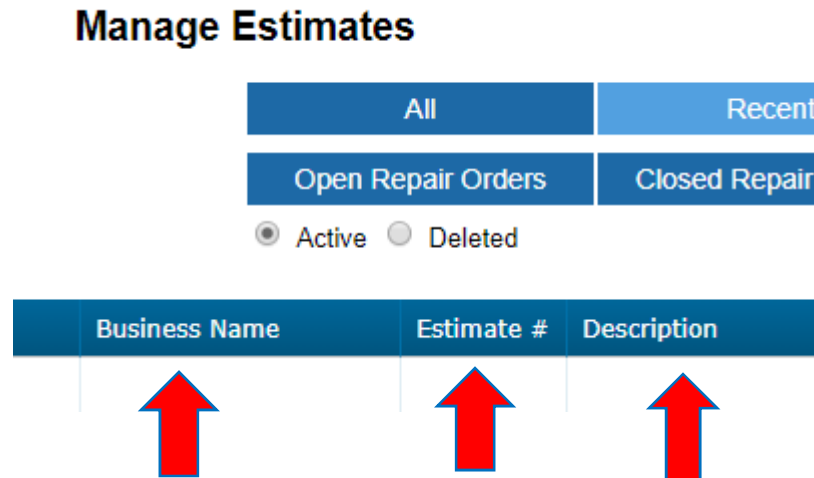
Totaled

☒ Active
 ☐ Deleted

Open	Name	Vehicle	Business Name	Estimate #	Description	Total Cost	Status	Date Created	Last View		
7088022	Print	2014 Buick-Enclave		60		1,345.63		02/13/2019	02/13/2019	Copy	Delete
7088327	Print	None		61				02/13/2019	02/13/2019	Copy	Delete
7084886	Print	2014 Lexus-ES 350		56		1,353.64		02/11/2019	02/12/2019	Copy	Delete
7074781	Print	2016 Chevrolet-2500HD Silverado LT		52		1,335.09		02/01/2019	02/12/2019	Copy	Delete



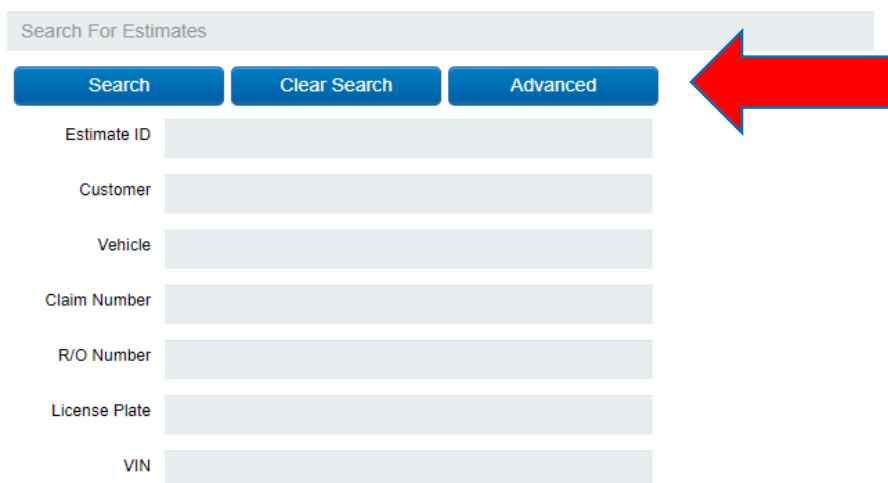
You can also organize your “**Manage Estimate**” list using the column headers. Just click on the header of the column you would like to organize: *Name*, *Vehicle*, *Business Name*, *Estimate #*, *Description*, *Created*, or *Last Viewed*.



On the top left side of the “**Manage Estimates**” screen there is a “*Search*” feature. You can search by any of the basic column headers (example: *Name* or *Vehicle*)



If you select “*Advanced*” more options will populate to search for an estimate.



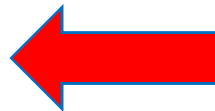
Open		Name
6979630	Print	
6990329	Print	

To the **left** of each estimate on your list you can [Open](#) an estimate by selecting the blue button with the [ID#](#) listed on it OR you can select the [Print](#) button to view / print the estimate in PDF.

To the **right** of each estimate on your list you can “[Copy](#)” the estimate (which will duplicate the estimate for you) OR you can select “[delete](#)” on the line of the estimate.

Copy	Delete	<input type="checkbox"/>
Copy	Delete	<input type="checkbox"/>

New Estimate
Open Estimate
Frame Data
Parts Search
Reports
Support
Rates
Vendors
Settings
Logout



You can always come back to the “**Manage Estimates**” page by selecting “[Open Estimate](#)” on your Left Side Menu.