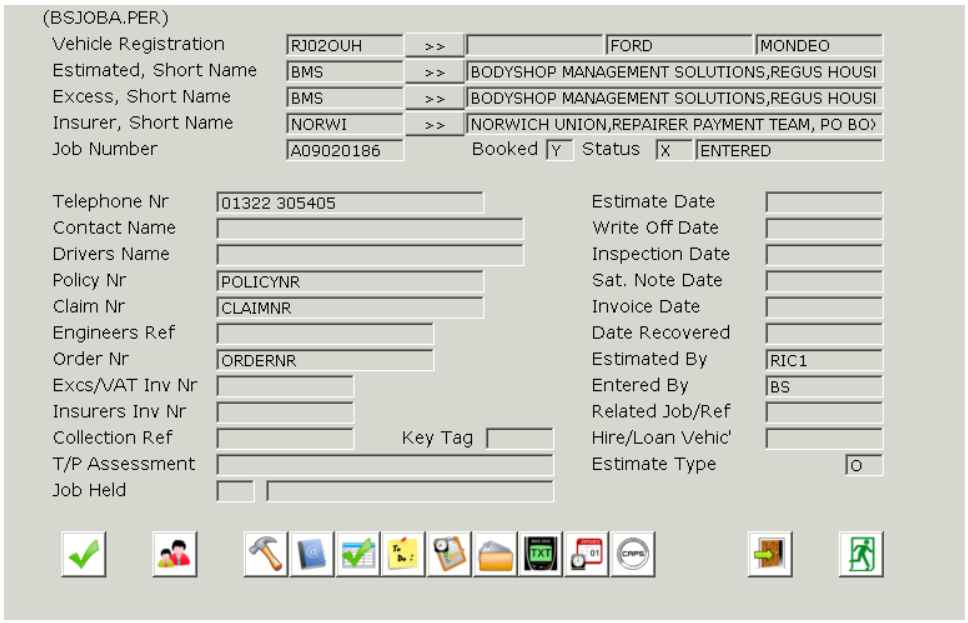
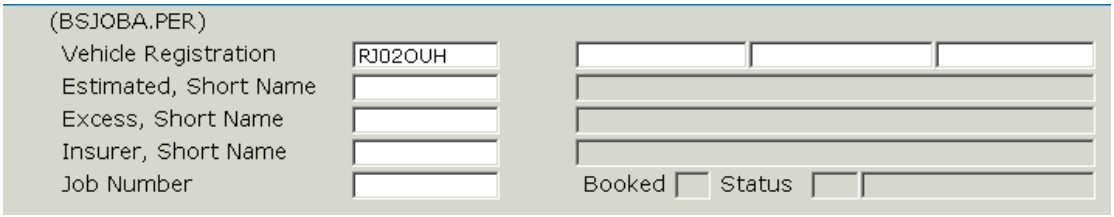
# Entering a Manual Estimate

- Click Estimating.
- Select Estimate Job.
- The search screen will then be displayed.

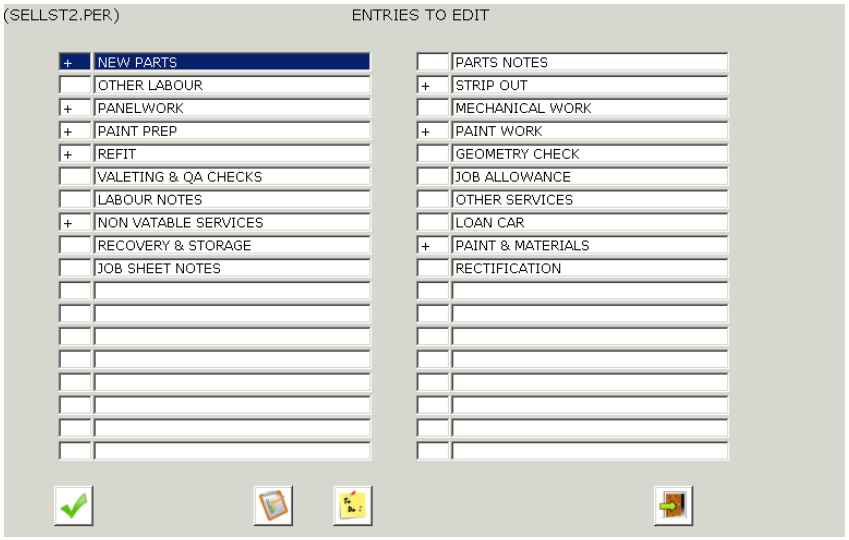



- If the job you want is NOT the one displayed, click the door and search again. It is possible to use any field on the screen to search. In this example we have used the vehicle registration number.

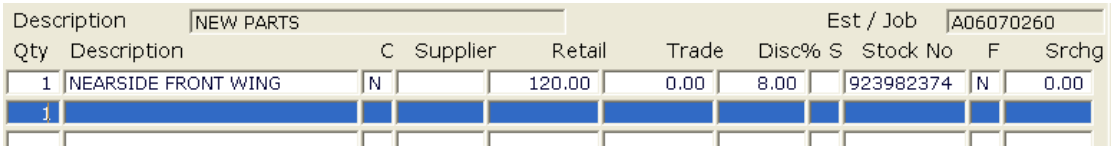



- Double click on the required job to select.

- Click the tick to accept the displayed job.
- Choose the required estimating options from the list shown. Items with + shown will automatically be displayed. Double click other items to select them.

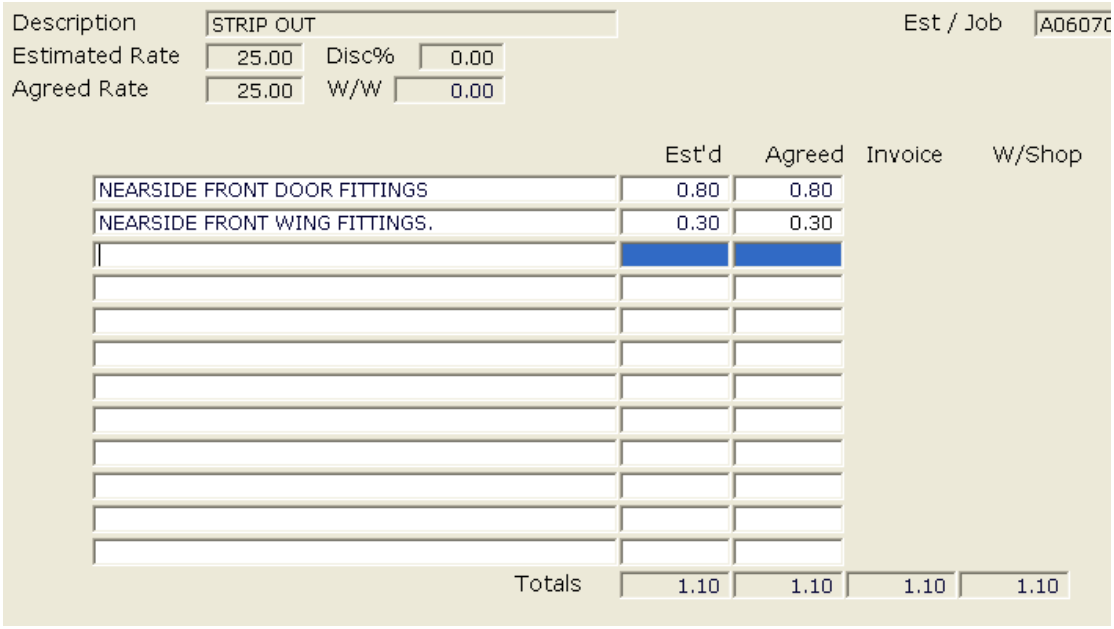



- When all required items have been selected, click the tick to proceed.
- The first screen normally displayed will be the New Parts Screen.




Fill in the Description of the new parts along with any retail prices, discounts and part numbers that may be applicable.

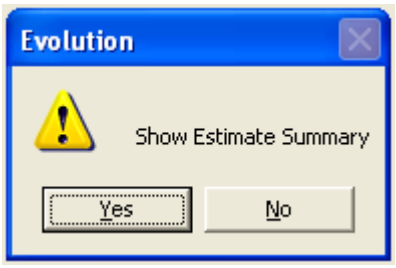
- Click the tick twice to save and move to the next screen.
- The next screen may be a labour screen.



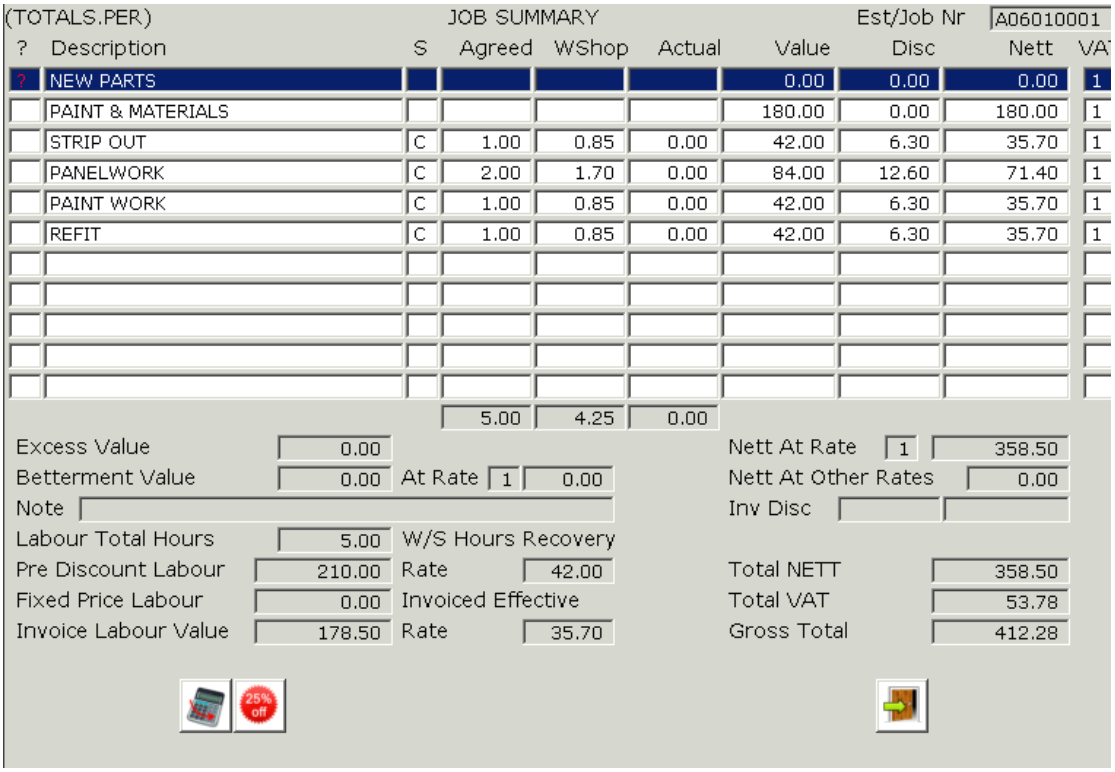

The description of the screen will be displayed at the top (in this example Strip Out). Enter the relevant items along with the estimated hours.

- Click the tick to save and move forward. It will be necessary to repeat for all labour screens and all other screens that may come up.

- After completing all the required screens




- Answer Yes to view the summary.




- Check your figures. It is possible to double click on any item to go back into the screen and amend it. In addition, it is possible to click the icon to adjust the labour rate or the

icon to add/amend the labour discount.
- When happy with the figures shown, click the door to exit from the screen.