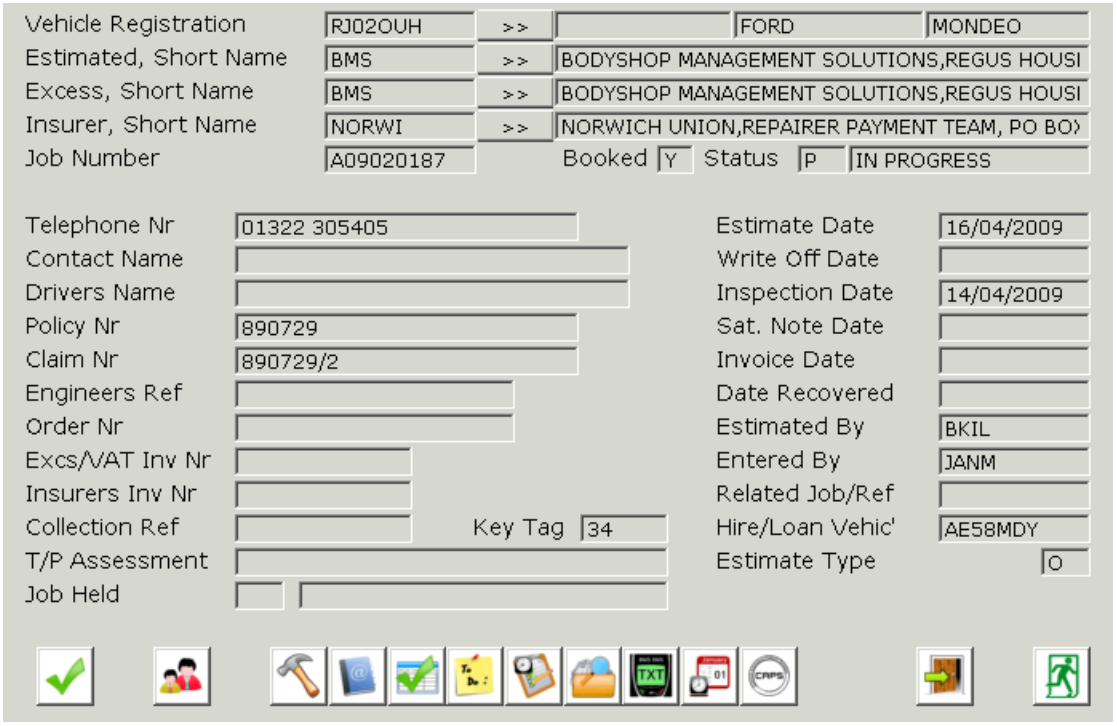
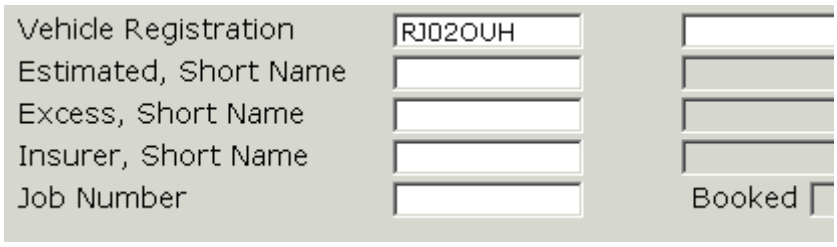
Updating an Existing Job Shell

- Click Estimating.
- Select Update 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.
- **Amend the required fields as necessary.**
- Click the tick three times to save and exit back to the search screen.
- Click to exit back to the main screen.