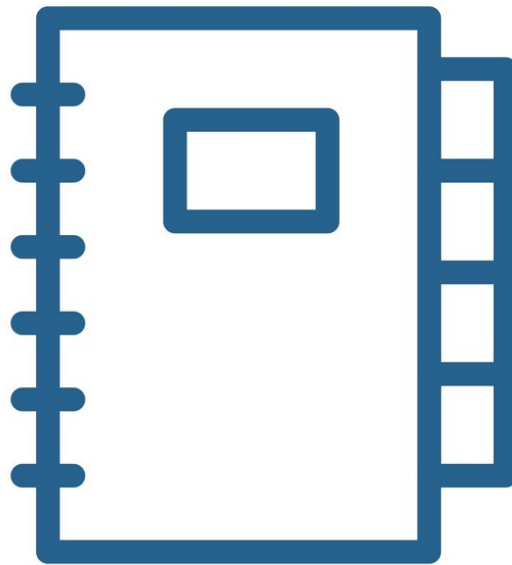




Adding Cataloged Items to an Estimate

This guide illustrates how to add existing parts, labor, and other non inventoried items from your catalog onto a ticket.

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Adding Cataloged Items

Step 1 — Adding Cataloged Items to an Estimate

The screenshot shows the 'Estimate 0-3534' interface. The 'PARTS & LABOR' section is active. In the 'Part #' search box, the text 'Brake' is entered. A red arrow points to this box. A blue arrow points to the '+' button next to the search box. Below the search box, a table titled 'Brakes / ABS' is visible. The first row in this table has 'Brake' in the 'Description' column, highlighted with a green box and a green arrow. The table also shows a quantity of 1.00 and various cost columns.

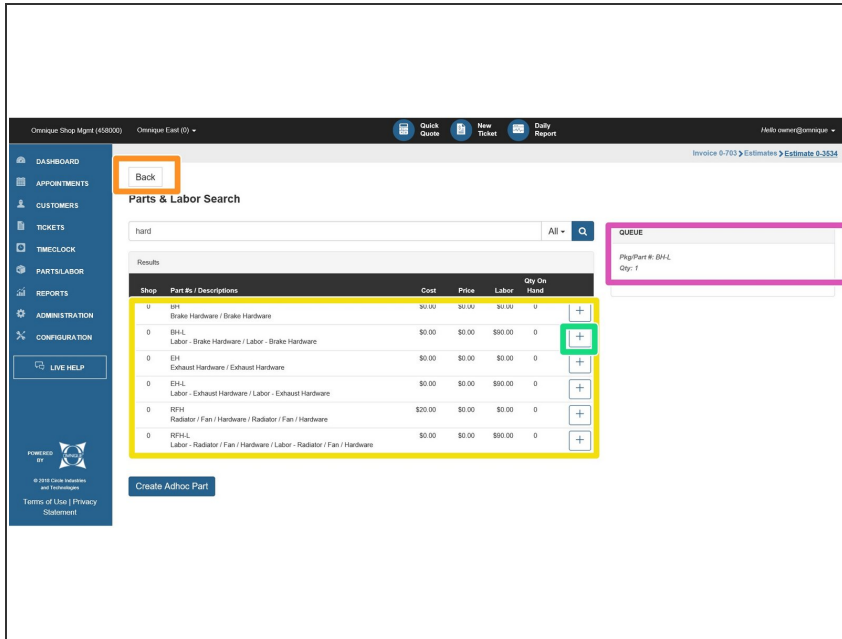
- Enter a part number or op code in the Part # search box. (a quantity can also be entered at this point).
- Click on the + sign or press Enter
- If the number or op code was entered correctly, the item will appear as a line below.
- ⚠ If the exact part number or op code is unknown, please see Step 2.

Step 2 — Adding Cataloged Items to an Estimate

This screenshot is identical to the one in Step 1, showing the 'Estimate 0-3534' interface. The 'PARTS & LABOR' section is active. The 'Part #' search box contains 'Brake'. The '+' button is highlighted. The 'Brakes / ABS' table shows the 'Brake' entry with a quantity of 1.00.

- Enter a description of the cataloged item in the Part # search box. Then click the + button or press Enter.
- Click the + button or press Enter.

Step 3 — Adding Cataloged Items to an Estimate



- Search results from the Parts/Labor Catalog will appear.
- Add the correct items to the ticket by clicking the + button.
- The Queue section will display what has been added.
- Once the correct cataloged items have been added to the Queue, click the **Back** button to be returned the ticket.