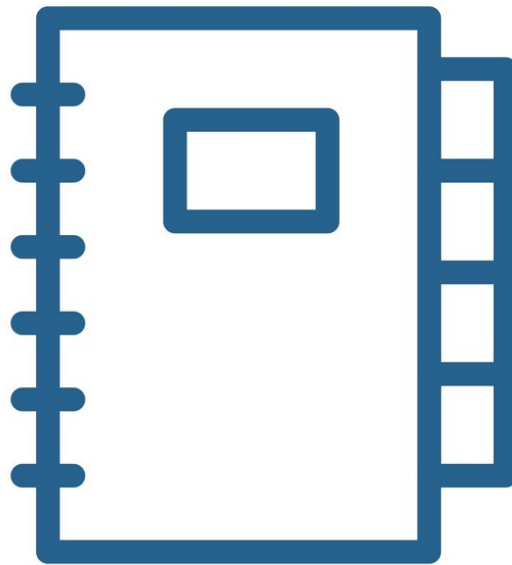# Adding Cataloged Items to an Estimate

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

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Step 1 — Adding Cataloged Items to an Estimate


● 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

● 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.

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Step 3 — Adding Cataloged Items to an Estimate
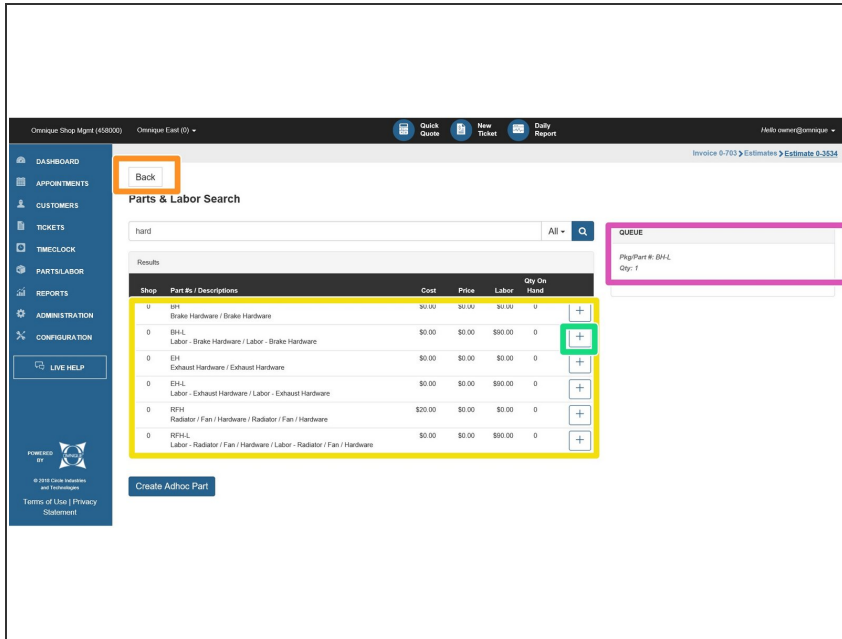
- Search results from the Parts/Labor Catalog will appear.

- 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.

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