

## **Bulk Editing Line Items**

The following guide illustrates how to bulk edit line items on estimates and RO's.

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## Step 1 — Bulk Editing Line Items

DASHBOARD	nique East • Estimate (	)-3903		8	Quick D New Quote D Ticket	Daily Report			Created: 0		owner@omniqu
APPOINTMENTS	CUSTOMER	CUSTOMER Ø		VEHICLE 0		TICKET INFO			FEESICOUPON		
	Sally Smith			2003 Honda Accord LX		Appointment:	-				
USTOMERS	1234 fest lane Englewood CO 80112 Phone Number(s) (123) 456-7890		1HGCM663X(3A037160 099wgv / CO Vehicle History QuickChart		Mileage: Market Source: Sub Market Source: Customer PO: Tax Exempt Number:	-/0		Labor		\$15.00	
CKETS								Subtotal : Coupons		\$115.00	
MECLOCK							0000000			\$0.00	
RTSLABOR	test@yahoo.com	test@yahoo.com				Service Adv:			Misc. Charges 🐱		\$3.45
						Default Tech: Estimated Comp:		-	TOTAL		\$118.45
EPORTS						Location:		-	Ticket Deposit		\$0.00
DMINISTRATION						Pricing Level: Ticket Type:	De	Customer Pay	Remaining		\$118.45
ONFIGURATION	PARTS & LABOR									sub.	TOTAL: \$115.00
UVE HELP	Part#		Qty:	1	+ Q Quick	Parts - QuickPa	arts Ordering				
	TIC	D KET	VENDORS	O TECHS		WARRANTY	c	OMMENTS	EXTRA	DEC	
	Bulk Actions										
	Transe.	Brakes / ABS				Qty	Parts	Labor	Other	Subtotal	Actio
	BP	Brakes / ABS				1.00	\$100.00	\$15.00	\$0.00	\$115.00	-
	BP-	brave Parts				1.00	\$100.00	\$15.00	\$0.00	\$115.00	
119 Circle Industries and Technologies							\$100.00	\$15.00	\$0.00	\$115.00	

- Inside of an Estimate or Repair
   Order, click on Bulk Actions to edit multiple or all line items at once.
  - The bulk edit feature is available to use within any line item tabs. This guide illustrates how the bulk edit feature is used specifically within the Ticket tab.

## Step 2 — Bulk Editing Line Items

Omnique Shop Mgmt Omr	eque East - Estimate 0-3903	Quick Quote	New Daily Ticket Report			Meto own	
DASHBOARD	Estimate 0-3903				Created: 04	08/2019 🜚	-
APPOINTMENTS	CUSTOMER 0	VEHICLE Ø	TICKET INFO		FEES/COUPON		
CUSTOMERS	Sally Smith 1234 test lane	2003 Honda Accord LX	Appointment: Miteage:	/ 0	Parts		\$100.00
	Englewood CO 80112	1HGCN663X3A037160	Market Source:	-70	Labor		\$15.00
INCKETS	Phone Number(s)	Vehicle History	Sub Market Source:		Subtotal		\$115.00
TIMECLOCK	(123) 456-7890	QuickChart	Customer PO: Tax Exempt Number:	0000000	Coupons		\$0.00
PARTSLABOR	test@yahoo.com		Service Adv:		Misc. Charges 🐱		\$3.45
ARTSILABOR			Default Tech: Estimated Comp:	-	TOTAL		\$118.45
REPORTS			Location:	-	Ticket Deposit		\$0.00
ADMINISTRATION			Pricing Level: Ticket Type:	Default Pricing Level Customer Pay	Remaining		\$118.45
R LIVE HELP	Parts & LABOR		Q QuickParts - QuickParts	Ordering	0	SUBTOT	AL: \$115.00
			SICOUPONS WARRANTY	COMMENTS Parts Labor	EXTRA Other	Subtotal	ED Action
-)	Brakes / ABS				\$0.00	\$115.00	-
	Brakes / ABS Brake Parts		1 \$1	00.00 \$15.00			
Attack ar 29 10 Concelling And Technologias Used Technologias Used Technologias				00.00 \$15.00 00.00 \$15.00	\$0.00	\$115.00	

- To edit ALL line items at once, select the checkbox located within the black bar.
- To edit specific line items at once, select the checkbox next to the specific line items.
- Once the item(s) are checked, bulk edit options will appear.
- Once bulk editing is complete, click
   Exit Bulk Actions.

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