

Searching for Existing Estimates

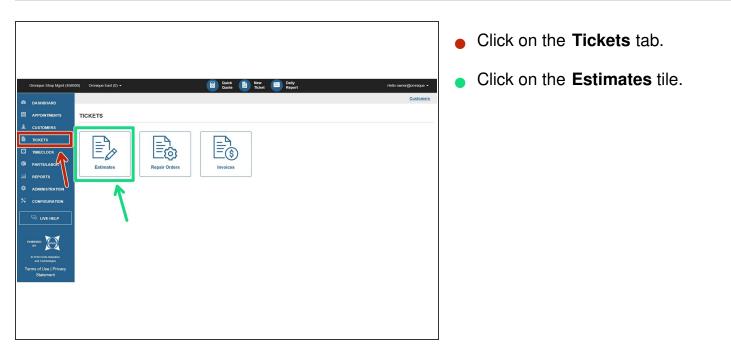
Here you will learn how to locate exiting Estimates.

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Step 1 — Searching for Existing Estimates



Step 2 — Searching for Existing Estimates

L	Omnique Shop Mgmt (458	000) Omn	ique East (0) 👻		Quick Quote	Quote Ticket Report			Helio awner@omnique +		
	DASHBOARD APPOINTMENTS						Go O Date		+ Action		
	CUSTOMERS	Details		Customer	Contact Info.	Vehicle	VIN	Service Advisor	Location		
	пскетз	3513 Estimate \$453.23	04/26/2018 10:02 am 0P-lacomplete	John McClane 123 Main Road 80005 Arvada CO	(866) 435-2100 support@omnique.com	2006 FORD F-150 5.4L V8 QQO165 CO	1FTPX14546FA86661	Smith John	Bay1	•	
	TIMECLOCK	3512 Estimate \$438.42	04/26/2018 09:59 am OP-lacomplete	Frank Castle 123 Rage Road 80125 Littleton CO	(886) 435-2100 support@omnique.com	2006 GMC SIERRA 1500 5.3L V8 QQO963 CO	2GTEK13T361252012 📋	Smith John	Bay2	ŀ	
	REPORTS	3511 Estimate \$240.95	04/26/2018 09:52 am	Oliver Queen 123 Arrow Rd 80214 Denver CO	(886) 435-2100 support@omnique.com	2002 CHEVROLET SUBURBAN 150 5.3L V8 QQ0124 C0	00 1GNFK16ZX2J108313 📗	Guy Tire	Bay1	•	
	ADMINISTRATION CONFIGURATION	3510 Estimate \$205.06	04/25/2018 02:09 pm	Brucey Banner 123 Main 81648 Rangely CO	(886) 432-2100 support@omnique.com	1996 TOYOTA CAMRY 3.0L V6 QQ0947 CO	4T1BF12K3TU137647 📋			E	
		3508 Estimate \$588.06	04/25/2018 11:53 am Weiting Parts OP-Incomplete	Tony Stark 123 Main Ave 80207 Denver CO	(866) 435-2100 support@omnique.com	2005 MAZDA 6 i, 2.3L L4 QQ0668 CO	1YVHP80C755M37508		1	•	
		3507 Estimate \$366.00	04/25/2018 11:49 am	Bruce Wayne 123 Main 80256 Denver CO	(866) 432-2100 support@omnique.com	2015 MINI COOPER S, 2.0L L4 QQO415 CO	WMWXU3C57F2B59249	Test Test		ŀ	
	© 2018 Circle Industries and Technologies	3506 Estimate \$830.68	04/25/2018 11:45 am OP-Incomplete	Emma Frost 4321 Main 80526 Fort Collins CO	(866) 435-2100 support@omnique.com	2016 TOYOTA 4RUNNER 4.0L V8 QQO435 CO	JTEBU5JR8G5295217 📋	Smith John		•	

 The search field is capable of searching for tickets using an estimate number, customer

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information (name, address, phone number, etc), or vehicle information (VIN, license plate #, stock #, etc.)

- Search within an existing date range or clear out the first date field to search for all Estimates.
- The Advanced drop down menu will allow you to expand search results to include Repair Orders and/or Invoices.
- Click on the **Date** drop down list, to sort search results differently.
- Click **Go** to update search results.
- Click on the estimate's Actions
 Menu to View or Delete the estimate. Each line will have its own Actions Menu.

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