



# Searching for Existing Estimates

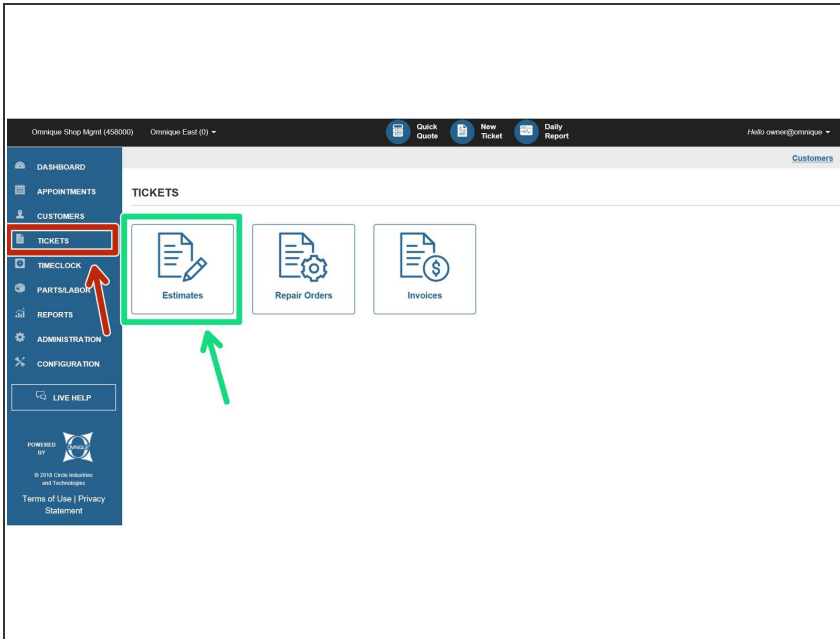
Here you will learn how to locate exiting Estimates.

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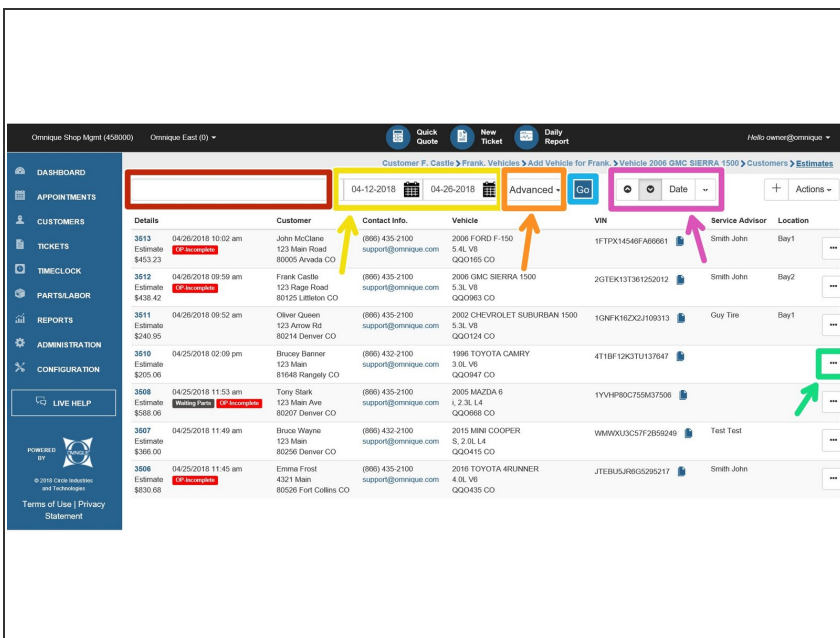
## Searching Estimates

## Step 1 — Searching for Existing Estimates



- Click on the **Tickets** tab.
- Click on the **Estimates** tile.

## Step 2 — Searching for Existing Estimates



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

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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