



# Creating a New Estimate for Existing Customer & New Vehicle

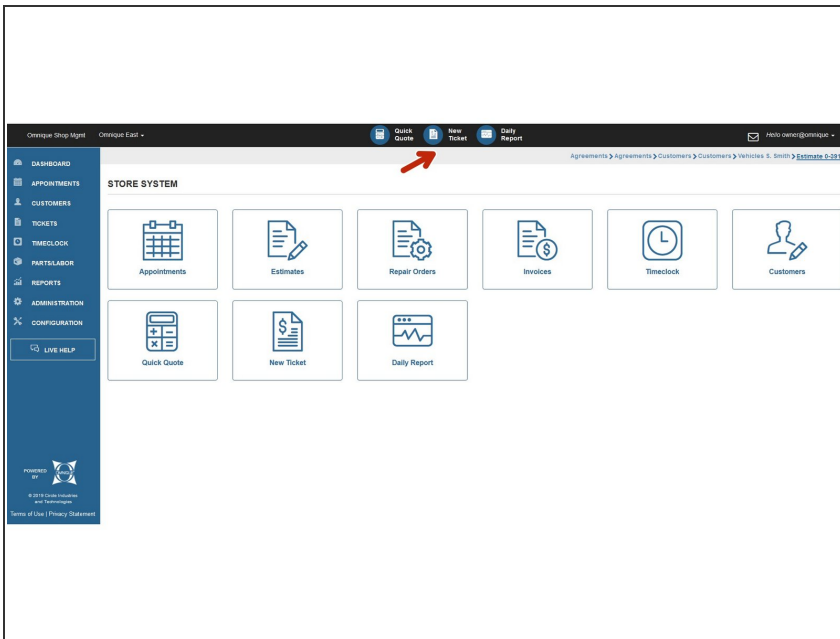
Here you will learn how to create a new Estimate with an existing customer and new vehicle.

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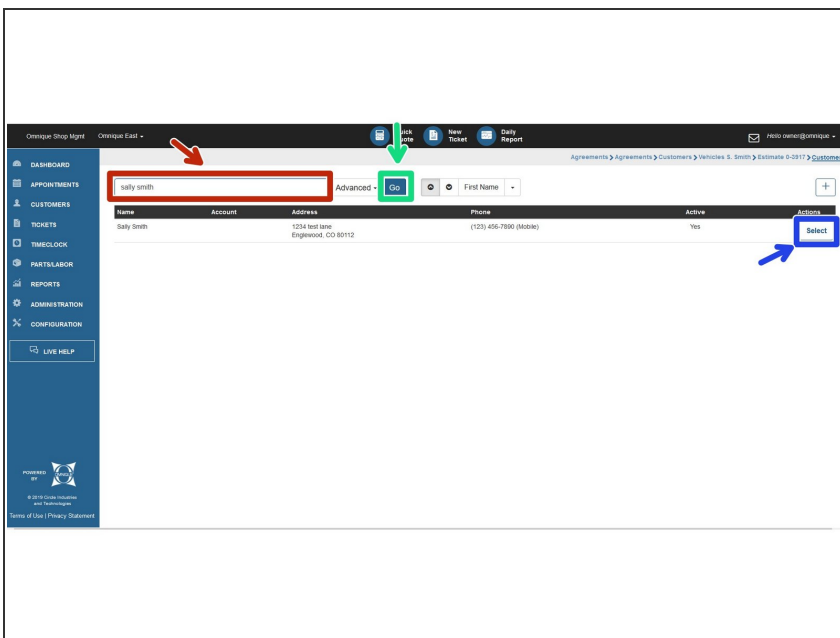
## New Estimate

## Step 1 — Creating a New Estimate for Existing Customer & New Vehicle



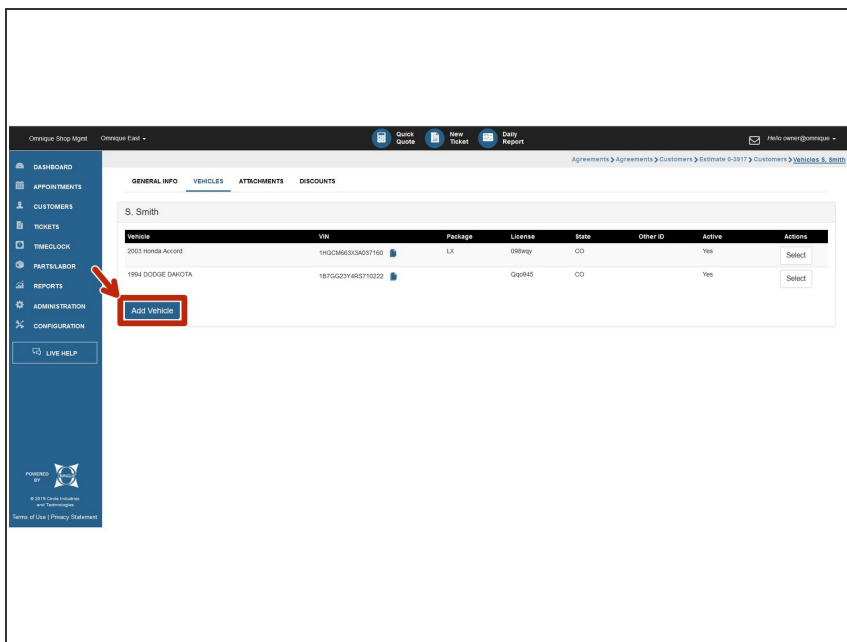
- Click on the **New Ticket** icon.

## Step 2 — Creating a New Estimate for Existing Customer & New Vehicle



- Search for an existing customer by entering customer information (**name, address, phone, etc.**) in the search box.
- Click **Go** or press Enter to search.
- Related search results will appear. Choose an existing customer by clicking **Select**.

## Step 3 — Creating a New Estimate for Existing Customer & New Vehicle



**i** Any associated vehicles for this customer (if any) will appear and can be selected at this point.

- To add a new vehicle to the selected customer profile, click **Add Vehicle**.

## Step 4 — Creating a New Estimate for Existing Customer & New Vehicle

The screenshot shows the 'Vehicle Information' section of the Omnicore Shop Right interface. The form includes the following fields and buttons:

- Reference Numbers:**
  - Region: United States (dropdown)
  - Mileage Unit: Miles/Kilometers (radio buttons)
  - Other ID: (text input)
  - License: (text input) - Red arrow points to this field.
  - State: Colorado (dropdown) - Red arrow points to this field.
  - VIN: (text input) - Red arrow points to this field.
- Buttons:**
  - QuickVIN (button) - Blue arrow points to this button.
  - Refresh Vehicle Details (button)

**i** Vehicle information can be added three different ways, by license plate #, VIN #, or by entering in the year/make/model manually.

- Enter in a license plate number (if applicable), then click **QuickVIN**. Vehicle information will successfully populate if plate number is valid.

**i** Make sure the correct State is selected from the drop down list.

- If the license plate number is unknown or does not exist, enter in a complete VIN number, then click **Refresh Vehicle Details**. Vehicle information will successfully populate if the VIN number is valid.

**!** If both the a license plate number and VIN number are unknown or do not exist, continue to Step 5.

## Step 5 — Creating a New Estimate for Existing Customer & New Vehicle

The screenshot shows the 'Vehicle Specifics' form in the Omnique Shop Mgmt interface. The form includes the following fields:

- License:
- State:
- VIN:
- Color:
- Year:
- Make:
- Model:
- Package/Trim:
- Engine:
- Transmission:

Red arrows point to the Year, Make, and Model dropdown menus. A green arrow points to the Save button.

- Select the Year, Make and Model of the vehicle from the drop down lists.
- *i* If the vehicle details are not found within the drop down lists, the vehicle information will need to be added to the Omnique system manually. This can be done in the Configuration tab. Click [here](#) to learn more.
- Once all necessary vehicle information has been added, click **Save** to save vehicle details. A new ticket will then be created.