



Creating a New Estimate for Existing Customer & Vehicle

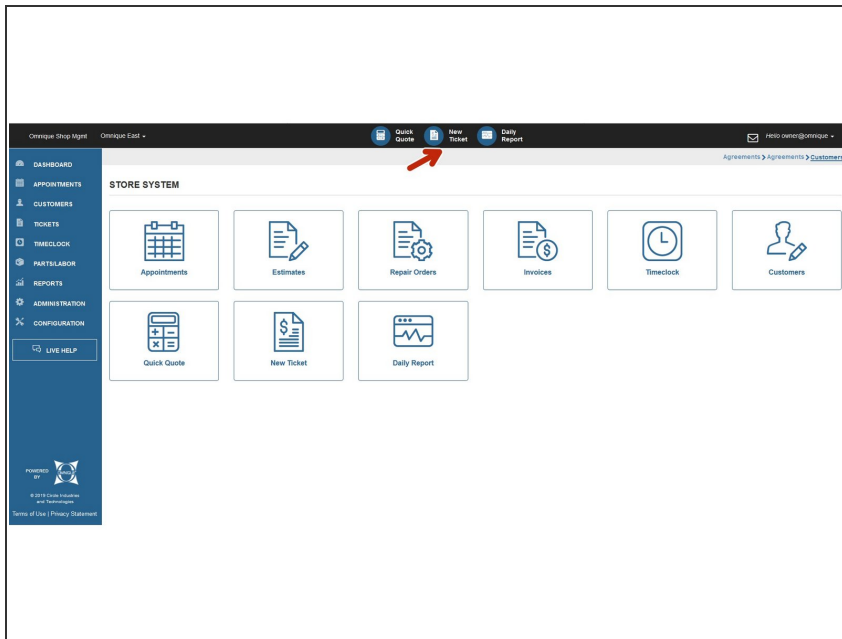
This guide illustrates how to create a new estimate with an existing customer and existing vehicle.

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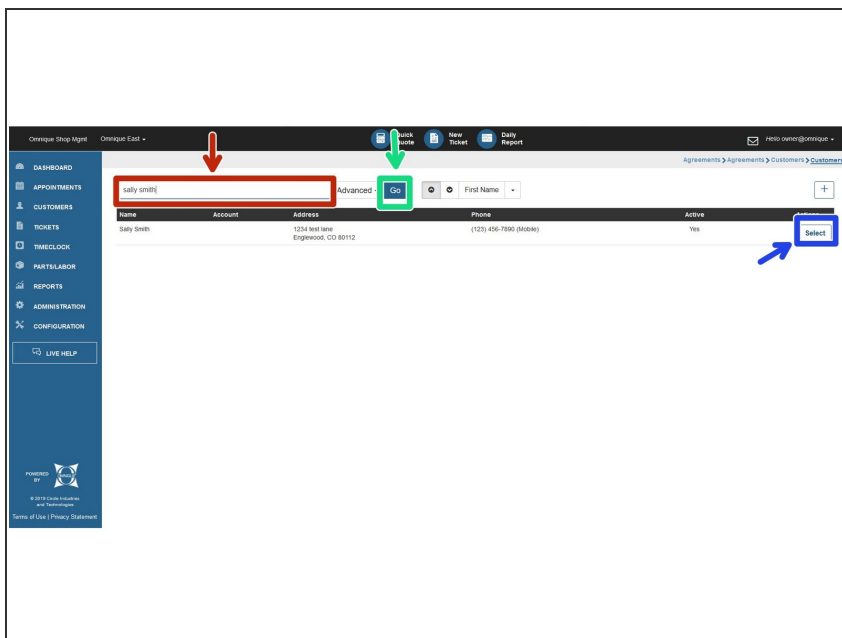
New Estimate

Step 1 — Creating a New Estimate for Existing Customer/Vehicle



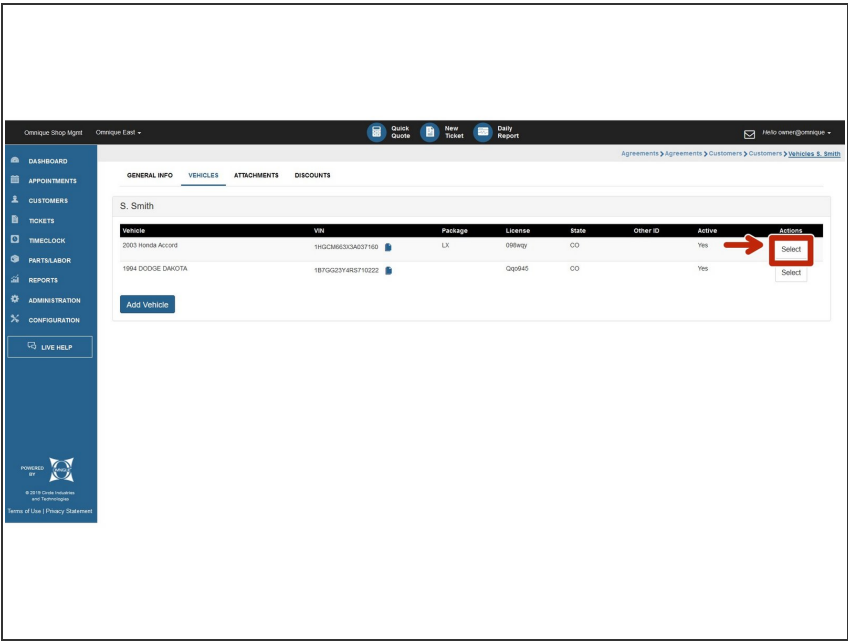
- Click on the **New Ticket** icon in black stationary banner at the top of the page.

Step 2 — Creating a New Estimate for Existing Customer/Vehicle



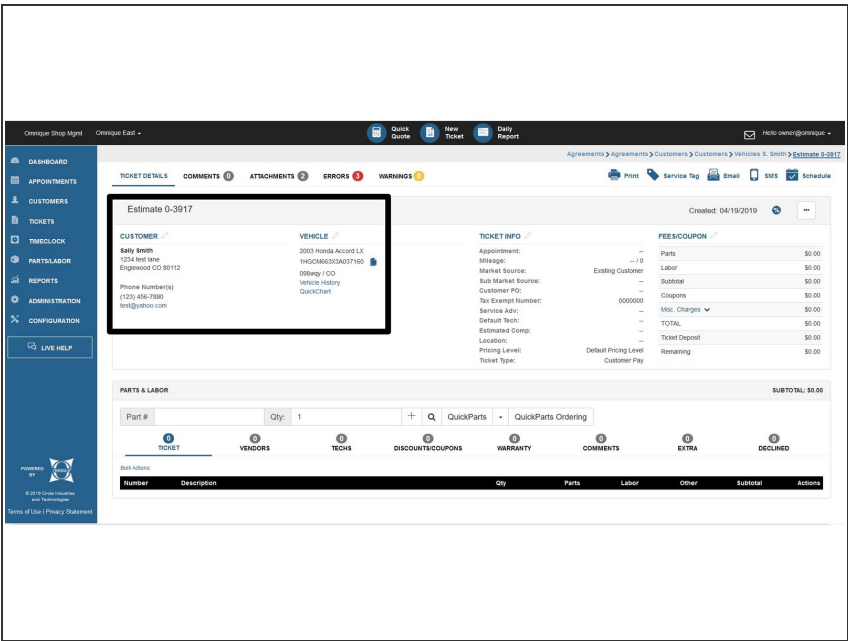
- Search for an existing customer by entering customer information (**name, address, phone, etc.**) in the search box.
- **i** Vehicle information for existing vehicles (**license plate #, VIN, stock #, etc.**) can be added to the search box instead of customer information.
- Click **Go** or press Enter to search.
- Related search results will appear. Select an existing customer by clicking **Select**.

Step 3 — Creating a New Estimate for Existing Customer and Vehicle



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

Step 4 — Creating a New Estimate for Existing Customer and Vehicle



- ❗ A New Estimate will automatically appear with the selected customer and vehicle information.