Estimates

The Estimates module will allow you to view all your estimates and their statuses. You can quickly search for an existing estimate.

| IndusTrack M | AP CUSTOMER ESTIMAT | ES SCHEDULE INVOICES | TIMESHEET | SNOWTRACK | P.O. REP | ORTS | | | 🖳 📮 🛛 🌞 🤅 |
|--------------|------------------------|---------------------------------|------------------|------------------------------|---------------|--------------------------|----------|-----------|--------------------|
| | Û | Last 30 ᅷ \$ 720 Days | won).00 ↓ | Lost \$ 0.00 | ee \$ 833 | nding 8.40 | | | |
| Search | Q Date (from/to): C | haose a date Fro. 🗂 Choose a d | | II - CLEAR FIL | TER Date J | Created by | Value | + ADD NEV | More Actions 👻 |
| 356 | Test Automation custor | | | Test Automation Est | | Industrack | \$326.70 | Draft | л : |
| 0 330 | Test Automation custor | Test street, Test City, dd, | | imate | | Industrack | 3320.70 | | Edit |
| 355 | Test Automation custor | mer Test street, Test City, aa, | 00000 | Test Automation Est imate | 08/28/2023 | Industrack Industrack | \$326.70 | Draft | |
| 354 | MD Test | 21, 21, NY, NY, 20404 | | testing notes | 08/24/2023 | Jorji Williams | \$180.00 | Invoiced | Copy/Clone |
| 353 | Deadways | 1009 May St, Excelsior Spi | rings, MO, 64024 | Various Remediatio ns | 08/23/2023 | Jorji Williams | \$180.00 | Wen | Preview Print |
| 291 | MD Test | 21, 21, NY, NY, 20404 | | servici and others | 08/11/2023 | Muhammad d | \$180.00 | Won | Send |
| 290 | 2 wheels club | 71 A Lopez St, Cebu, PH, 3 | 9746 | | 08/07/2023 | Jorji Williams | \$180.00 | Schedule | Convert to Job |
| 289 | 2 wheels club | 71 A Lopez St, Cebu, PH, 3 | 9746 | | 08/07/2023 | Jorji Williams | \$360.00 | Won | Convert to Invoice |

Choose an estimate and click More Actions button to mark the estimate as Won or Lost.

| IndusTrack | MAP | CUSTOMER | ESTIMATES | SCHEDULE | INVOICES | TIMESHEET | SNOWTRACK | P.O. RI | EPORTS | | | 🕰 🖓 😧 🌣 |
|------------|-----|--------------|---------------|------------------|-------------------|------------------|-----------------------|---------------|--------------------------|------------|---------------|----------------|
| | | | | Last 30 Days | ♥ \$ 180.0 | ^{∕on} ↓ | Lost \$ 0.00 | ۳ \$ 1,62 | Pending 26.70 | | | |
| Search | ¢ | Date (from | n/to): Cho | ose a date Fro Ĕ | Choose a dat | te To 🖹 📝 | CLEAR | FILTER | | | + ADD NEV | More Actions - |
| Number | _ | Company | | Location | | | Description | Date 🕹 | Created by | Value | Status | Mark as Lost |
| ✓ 412 | | 2 wheels clu | b | 71 A Lopez S | t, Cebu, PH, 397 | 46 | | 09/13/2023 | 3 Chris M | \$1,000.00 | Change Reques | Delete |
| 410 | | Test Automo | ation custome | r Test street, | Test City, aa, 00 | 000 | Automation Serv | ce 09/13/2023 | Industrack Industrack | \$326.70 | Draft | |
| 401 | | Test Automo | ition custome | r Test street, | Test City, aa, 00 | 000 | Automation Serv | ce 09/11/2023 | Industrack Industrack | \$300.00 | Droft | ÷ |
| 366 | | 2 wheels clu | ь | 71 A Lopez S | t, Cebu, PH, 397 | 46 | | 08/29/202 | 3 Chris M | \$500.00 | Assigned | 1 E |
| 354 | | MD Test | | 21, 21, NY, NY | , 20404 | | testing notes | 08/24/202 | 3 Jorji Williams | \$180.00 | Invoiced | 1 E |
| 353 | | Deadways | | 1009 May St | , Excelsior Sprin | gs, MO, 64024 | Various Remedia ns | tio 08/23/202 | 3 Jorji Williams | \$180.00 | Won | |

| IndusTrack M/ | IAP | CUSTOMER | ESTIMATES | SCHEDULE | INVOICES | TIMESHEET | SNOWTRACK | P.O. | REPORTS | | | 🕰 🖓 🖗 🌣 |
|---------------|-----|--------------|----------------|---------------------------|-------------------------|---------------|--------------------------|----------|------------------------------|----------|---------------------------|---|
| 410 | | Test Automo | ation customer | Test street, | Test City, aa, 00 | 000 | Automation Service | 09/13/20 | D23 Industrack Industrack | \$326.70 | Draft | : |
| 401 | | Test Automo | ation customer | Test street, | Test City, aa, 00 | 000 | Automation Service | 09/11/20 | 123 Industrack Industrack | \$300.00 | Draft | Copy/Clone |
| 366 | | 2 wheels clu | b | 71 A Lopez | St, Cebu, PH, 397 | 46 | | 08/29/2 | 023 Chris M | \$500.00 | Assigned | Preview |
| 354 | | MD Test | | 21, 21, NY, N | Y, 20404 | | testing notes | 08/24/2 | 023 Jorji Williams | \$180.00 | Involced | Print |
| 353 | | Deadways | | 1009 May S | t, Excelsior Sprin | gs, MO, 64024 | Various Remediatio ns | 08/23/2 | 023 Jorji Williams | \$180.00 | Won | Send |
| 291 | | MD Test | | 21, 21, NY, N | Y, 20404 | | servici and others | 08/11/20 | 123 Muhammad d | \$180.00 | Won | Convert to Job |
| 290 | | 2 wheels clu | b | 71 A Lopez | St, Cebu, PH, 397 | 46 | | 08/07/2 | 023 Jorji Williams | \$180.00 | Schedule | Convert to Invoice |
| 289 | | 2 wheels clu | b | 71 A Lopez | St, Cebu, PH, 397 | 46 | | 08/07/2 | 023 Jorji Williams | \$360.00 | Won | Mark As Won |
| 288 | | 2 wheels clu | b | 71 A Lopez | St, Cebu, PH, 397 | 46 | tedt | 07/31/20 | 023 Jorji Wills | \$180.00 | Draft 09/14/2023 | 1 Mark As Lost |
| 287 | | ABC Softwar | re | 10700 W Hi 55441 | ghway 55, Plym | outh, MN, | test | 07/28/2 | 023 Chris M | \$180.00 | Change Requ 07/28/2023 | Mark As Draft |
| 286 | | Sky Ranch T | agaytay | Location 2, Minnesota, | 10700 Hwy 55 W 55441 | , Plymouth, | AC replacement | 07/28/2 | 023 Jorji Williams | \$180.00 | Schedule | Delete |
| 285 | | 2 wheels clu | b | arizona, 24 5207 | 8 N Leandro Cir, | Mesa, AZ, | Various Remediatio ns | 07/28/2 | 023 Jorji Williams | \$180.00 | Schedule 07/28/2023 | View Invoice View Job Report |
| 284 | | Testing Cus | tomer | 22, 11, NY, LA | , 11223 | | oko | 07/28/2 | 023 Muhammad d | \$180.00 | Schedule | View Job |

Click on 3-dots at far-right for an estimate and a list of actions items will be displayed.

1. Edit: This option is used to make changes to an existing estimate.

2. Copy/Clone: Copy and clone and estimate using this option.

3. **Preview**: This option will have you preview based on the selected template. This is how your customers will see it.

4. **Print**: This option is used to print an estimate.

| dusTrack | MAP | IndusTrack Demo1 10700 W Highway 55 Plymouth, MN 5541 08127464017 | Proposal 1256 | (| IndusTrack | Î | Print | | 2 sheets of paper |
|----------|-------------------|--|--|---------------------------|----------------------------------|---|---------------|-----------------|---------------------|
|] Number | Compa | sales@industrack.com Bill To ABC Company (12345) | Service Location | Description AC Repair | Date 09/15/2023 | | Destination | Hicros | soft Print to PDF 🔻 |
| 1256 | ABC Co | John Wilson 8330 Lovers Ln Philips, WI 54555 6127464017 | 400 S 4th St., Suite 1000M Minneapolis, MN 55415 6127464017 sales@industrack.com | AL Repar | 08/15/2023 | | Pages | All | • |
| 1255 | ABC Co | sales@industrack.com | | | | | Color | Color | Ŧ |
| 1254 | Walma | 16 Electrical & Lighting | Description Electrical & Lighting | Unit Price \$50.00 | Qty Price 1.00 \$50.00 | | | | |
| 1245 | Anders Mainter | Note | | | Subtotal: \$50.00 Tax: \$0.00 | | More settings | | ~ |
|] 1244 | Anders Mainter | About Us | | | TOTAL: \$50.00 | | | | |
| 1240 | Acai Su | hardware and software design when | nology industry their entire careers. Their e n at one point they had forty engineers devi 2008, the founders focused on serving cor | eloping the technology 8 | hat is in some ways so | | | | |
|] 1239 | Walma | | m to design a complete workflow managem stely integrated system with GPS tracking t | | | | | | |
|] 1238 | Walma | Service offer | | | | | | | |
| 1237 | Walma | Get 10% OFF on service orders wo Get Flat 15% OFF on repeat orders | | | | | | | |
| 1235 | Walma | We look forward to working with yo | u. | | | | | | |
| 1232 | Walma | | DUSTRACK's "Confidential and Proprietary CK and any of its customers or suppliers: | Information" shall includ | le (without limitation): | | | | Print Cancel |
| 1229 | Anderson Lav | | vn Hall Drive, Loretto, MN, | 55357 | abc | | | abeea Anwaar \$ | 11,970.00 Assig |

5. **Send**: This will be helpful in sending out an estimate to the customer. You can enter multiple recipient's email addresses if you would like to send an estimate to more than one person.

| K M/ | IP CUSTOMER | ESTIMATES | SCHEDULE | INVOICES | TIMESHEET | P.O. | REPORTS | | | _ | |
|------|-------------------------------|--|-----------------|-----------------|--------------|------|---------|---|------------|------|------|
| | Email Estimate | | | | | | | | | × | |
| ber | | | | | | | | | | ^ | |
| | From: | jorjiwilliams@gma | ail.com | | | | | | | | wed: |
| | Recipients: | spec4@gmail.co | m 🛞 chrism | @industrack.con | 1 (3) | | | | | - 1 | wed: |
| | Subject: | Estimate 1255 fr | om IndusTrack D | emol | | | | | | - 1 | weu. |
| | | | | | | | | | | - 1 | |
| | Dear , | | | | | | | | | | |
| | Please review | / the attached estir | | contact with an | y questions. | | | | | | |
| | | estimate online <u>di</u> ard to working with | | | | | | | | | wed: |
| | Thanks for yo IndusTrack D | ur consideration! emol | | | | | | | | | |
| | | | | | | | | | | | wed: |
| | | mate body to Fmg | - 11 | | | | | | | - | wed: |
| | M Include Esti | mate body to Ema | 10 | | | | | | CLOSE | SEND | |
| | (57) | Minneto | nka, MN, 55301 | - | _ | - | | _ | 06/14/2023 | | wed: |

Once the customer receives an email, they will find options to **Approve**, **Reject** or **Request Change**. If customer clicks any of these buttons, the status for that estimate will automatically change in Industrack.

| udustrack Employees 0700 W Highway 55 lymouth, MN fhgh 124296636 ales@industrack.com | PROPOSAL 401 | | | (ing)sTrack |
|--|---|--------------------|------|-------------|
| BILL TO | SERVICE LOCATION | DESCRIPTION | | DATE |
| Test Automation customer Test street Test City, aa 00000 test@google.com | Test Automation Location Test street Test City, aa 00000 test@google.com | Automation Service | | 09/11/2023 |
| Name | Description | Unit Price | Qty | Price |
| Automation Service | | \$300.00 | 1.00 | \$300.00 |
| | | | | |

6. **Convert to Job**: Once an estimate has been approved by a customer, then you can easily convert that estimate into a job. After selecting Convert to Job, click YES on confirmation screen and start creating a job. If Convert to Job option is greyed out, it means the estimate has already been scheduled. In this case, you can view the job associated with an estimate and you may also view the job detailed report to see the notes, attachments, task details etc.

| st street, Test City | , aa, 00000 | Au | itomation Service | 09/13/2023 | Industr Industr |
|---------------------------|----------------|--------|--|------------|--------------------|
| st street, Test City | , aa, 00000 | Au | Itomation Service | 09/11/2023 | Industr Industr |
| A Lopez St, Cebu, | Confirm Cor | nvert | to Job! | 9/2023 | Chris N |
| 21, NY, NY, 20404 | Are vou sure v | ou war | nt to convert to job? | 4/2023 | Jorji Wi |
|)9 May St, Excelsi 024 | , | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | 3/2023 | Jorji Wi |
| 21, NY, NY, 20404 | Ν | 10 | YES | 1/2023 | Muhan |
| A Lopez St, Cebu, I | PH, 39746 | | | 08/07/2023 | Jorji Wi |
| A Lopez St, Cebu, I | PH, 39746 | | | 08/07/2023 | Jorji Wi |
| A Lopez St. Cebu. I | PH. 39746 | te | dt | 07/31/2023 | Jorii Wi |

Add New Job

| Select Customer * | Test Automo | ation customer | | | | Actio |
|----------------------------|---|--|--------------|--------------------------------------|--|-------|
| Select Service Location | Company E-mail Test Automo | Test Automatia customer (undefined) test@google.c | Test stre | etTest City, aa, 00000 | Parts/services/Equipment [1] Existing Customer Equipment [0] Attachments [0] Forms [0] Purchase Orders [0] | |
| | Contact Name Phone E-mail address | Test Automatic Location test@google.c | Address | Test street, Test City, aa, 00000 | Notes | |
| Job Description * | Automation | n Service | Job Status | Not Started 🗸 | | |
| Job Number | Auto incren | nent | Service Type | * | | |
| Job Priority | None | ~ | Job Color | • | | |

7. **Convert to Invoice**: If you would like to convert an estimate directly into an invoice, simply choose this option, click YES on confirmation screen and complete the invoice setup. If Convert to Invoice option is greyed out, it means the estimate has already been converted into an invoice. In this case, you can view the associated invoice with an estimate.

| et, test City, aa, oot | <i>۴</i> 000 | automation | service | 09/13/2023 | Inc |
|------------------------------------|------------------------------------|---|---------------|---|------------|
| et, Test City, aa, 000 | 000 A | Automation | Service | 09/11/2023 | inc Inc |
| ez St, Cebu, Conv | vert to Invo | ice! | | 9/2023 | 3 Ch |
| NY, 20404 Are | you sure you wa | | selected | 4/2023 | 3 Jo |
| y St, Excelsi | record t | to Invoice | | 3/2023 | 3 Jo |
| NY, 20404 | NO | YES | | 1/2023 | Mu |
| ez St, Cebu, PH, 3974 | 16 | | | 08/07/2023 | 3 Jo |
| ez St, Cebu, PH, 3974 | 16 | | | 08/07/2023 | 3 Jo |
| Unpold | | | | | Actions - |
| | Tag | s: Assign | | | |
| General: Description: | Bill To: Test Automation customer | Service Location: | | Invoice #: 5431 | |
| Automation Service | Test street Test City, aa 00000 | Test street Test City, aa 00000 test@google.com | | Term: | |
| | | | | | |
| | test@google.com | | | Not Selected | v |
| | test@google.com | | | | ř |
| Pricebook Name | testægoogle.com | | Linit Pr | Not Selected Created: 9/15/2023 | |
| Pricebook Name Pricebook search | testggoogle.com | Category | Unit Pr \$ | Not Selected Created: 9/15/2023 | |
| Pricebook search | testagoogle.com | | | Not Selected Created: 9/15/2023 | |
| Pricebook search | test@google.com | Category | \$ | Not Selected Created: 9/I5/2023 ice Quantity Price 1 \$ | ٢ |

8. Mark as Won/Mark as Lost: To manually change the status of an estimate to Won or Lost, choose the option from the list.

9. **View Invoice**: If an estimate is already converted into an invoice and the status of an estimate says 'Invoiced' then you can view the invoice. If View Invoice option is greyed out, it means the estimate has not been converted into an invoice yet.

| Invoice Edit | 0 403 605-1 40-0 1 41 | | | × |
|---|-------------------------------------|---|---|------------|
| Unpaid | Tag | s: Assign | | Actions - |
| General: Description: Cooper wiring | Bill To: | Service Location: Customer Test 22, II INV, LA 11223 III223344 customer@test.com | Invoice #: 5381 Job #: 2623 Term: Not Selected Created: 7/28/2023 | × |
| Name | Description | Warehouse Unit Price | Quantity Price Disc | ount Total |
| Abc | s/n: 1111 96, 20, LHR, NY, 00000 | Main warehouse \$ 180 | 1 \$180.00 \$18. | |

10. **View Job Report**: If an estimate is converted into a job or the status says 'Scheduled', then you can view the Job Detailed Report. The Job Detail Report will display the notes, parts, equipment, forms, attachments, and task details associated with that job.

| Bit to Service Location Job Description Scheduled Date 07/11/2023 Bit to Service Variation State Scheduled Date 07/11/2023 Scheduled Date 07/11/2023 State State State State State State Scheduled Date 07/11/2023 State State Scheduled Date 07/11/2023 Scheduled State Time 09:25 AM State State Scheduled State Time 09:25 AM Scheduled State Time 09:25 AM State State Scheduled State Time 09:25 AM Scheduled State Time 09:25 AM | SAVE AS PDF | 4 |
|--|-------------|----|
| Bill to Service Location Job Description Scheduled Date 07/11/2023 Sky Ranch Tagaytay (2427), Main Office, Various Remediations Scheduled Start Time 09:25 AM 8401 Eliot Ave S, 8401 Eliot Ave S, Scheduled Start Time 09:25 AM Est Duration 01:00 | | - |
| Bill to Service Location Job Description Scheduled Date 07/11/2023 Sky Ranch Tagaylay (2427), Main Office, Various Remediations Scheduled Start Time 09:25 AM 8401 Elitof Ave S, 8401 Elitof Ave S, Minneapolis, Minnesola, Est Duration 01:00 | | |
| Sky Ranch Tagaytay (2427), Main Office, Various Remediations Scheduled Start Time 09:25 AM 8401 Elliot Ave S, 8401 Elliot Ave S, Bath Start Star | | U |
| Sky Ranch Tagaytay (2427), Main Office, Various Remediations Scheduled Start Time 09:25 AM 8401 Elliot Ave S, 8401 Elliot Ave S, Bathwesola, Est Duration 01:00 Minnepolis, Minnesola, Minnepolis, Minnesola, Est Duration 01:00 | | 18 |
| Minneapolis, Minnesota, Minnesota, | | |
| | | |
| | | |
| Note | | |
| valid for 30 days | | |
| Field Note | | |
| jorji note | | |
| Parts | | |
| Part Number Name Description SN Quantity | | |
| 1 1/3 Dranner counting (Dart) 1 | | ÷ |
| | | |

11. **View Job**: To open the Job in edit mode, select View Job option. This will allow you to look at the job information, field employee(s), job history and other details.

Edit Job

| b Info Employee | | ., | | | | | Tags: | Assign |
|-------------------|-------------------|---------------------------------|------------------|-----------------------------------|--------|---------------------------------|-------|--------------------|
| Select Customer * | 2 wheels clu | b | | | | | | Actions |
| | Company | 2 wheels club (201) | Addres | 5 | | Parts/Services/Equipment [1] | | View Job Report |
| | Contact Name | joshua aligato | 40915 4 39746 | 5th Hwy SHamilto | n, MS, | Existing Customer Equipment [0] | 2 | Approve for Invol |
| | Phone | 6623692796 | | | | Attachments [0] | > | Convert to Invoice |
| | E-mail | josha@radtimes.co m | | | | Forms [0] | | Job Template |
| Select Service | Main Locati | on, 71 A Lopez St, Cebu, PH, 39 | 746 | | ~ | Purchase Orders [2] | 6 | Delete job |
| Location | Main Locate | sh, 71 A topez St, Cebu, Ph, 35 | 1740 | | Ť | Notes | | |
| | Contact Name | Main Location joshua aligato | | 71 A Lopez St, Cel s PH, 39746 | ou, | | | |
| | Phone | 6623692796 | | | | | | |
| | E-mail address | josha@radtimes.com | | | | | | |
| Job Description * | test | Job | Status | Complete | ~ | | | |
| Job Number | 2422 | Servic | е Туре | | • | | | |
| tab Delaylar | | | Color | | | | | |
| Tab Delastic | | | Calar | CANCEL | SAV | E JOB DISPATCH NOW | | |