New EstimateScrubber Quik Start Instructions

1. **Subscribers Landing page** is where Estimate Scrubber has been improved to provide shops with easier to use features to scrub estimates.   The Landing page/tab stays open until you log out. Each time you scrub an estimate, a new scrubber results page/tab will be created showing the year, make & model. This new tab feature provides the ability to go back to the landing page and scrub additional estimates simultaneously and compare them.   From the landing page you can do the following:
    A. Choose a file to scrub
    B. Change the profile used to scrub the estimate
        1. Initially we have created a Quik Start Profile and set it as the default profile
        2. You may easily create a number of other profiles to cover other customers or situations
        3. Contact us/Support
            a. Let us know what you think/Contact us
                i. How to videos
                ii. Support Shortcuts
                iii. Register for Scrubber U Webinar
    C. Most importantly you can select and scrub an estimate
    D. Landing page black tool bar and no Enhanced Security Id
        1. If you did not create an enhanced security Id you may
            a. Select all the links in the black tool bar at any time
        2. If you did create an enhanced Security Id the following links are restricted until the enhanced Id is entered
            a. Collision Chain of Custody
                i. Retrieve a Package from Vault
                ii. Create New Digital Evidence Packet
            b. Reports
                i. Consolidated Usage
                ii. Estimator Usage
                iii. Sales Mix
            c. Setup Items**may require your enhanced security number if elected**
                i. Custom Links allows entry of 4 websites to be entered
                    a. These websites appear in the black tool bar for quick reference
                ii. Estimators
                    a. Add/Modify/Delete
                        i. Need to set estimators for custom links to appear
                        ii. Check & save the changes
                        iii. Each estimator may set different internet sites in the custom links
                    b. **After adding/deleting/changing an estimator's information you must log out and log back in for the changes to take effect**.

      iii.   List Parts for Sale/exchange
      iv.   Personalize Profiles
         a. Add/Delete/Edit
         b. Clone
         c. Print
         d. Save & Set Default
         e. **After adding/deleting/changing a profile you must log out and log back in for the changes to take effect**.
      v.   Shop Information
         a. Change information
         b. Change Password
            i. **NOTE: YOU May Not Change Your ID**
         c. Add/change/delete report recipients
            i. Log out

2. **Scrubbing an estimate**:
    A. Create a PDF of the estimate
        i.   Note: Estimate has to be a PDF in txt format. We recommend using the native Windows 10 PDF writer. If you experience issues or need assistance, contact support@estimatescrubber.com
    B. Save the file in a temporary folder on the desktop
    C. Click on "Choose a File" and browse to select the file
    Tip: select/change the profile and/or set the estimator before selecting an estimate if necessary
    D. Scrubbing the estimate
        i.   Select the file to be scrubbed
          a) You will see a brief red flash to let you know the file is loading
          b) When the file box turns green the file is ready to scrub
        ii.   Click the Scrub Estimate link
          a) You will be taken to the review Results page

3. **Review results page** show opportunities that you may want to consider adding to the estimate. The opportunities are displayed on the left by section. To see the desired opportunities click on the accordion to expand it. A copy of the estimate is displayed on the right side. Use the scroll bar to move up and down the estimate. (Note: The estimate cannot be edited here. All modification/updates will need to be done within the information provider. IE…Mitchell) In addition to the opportunities, it also offers the following information;
    A. The black bar across the top allows you to
        i.   Print the review results.
        ii.   View the profile used. (For review only no editing)
        iii.   Report issues to Estimate Scrubber
        iv.   Restrict selected items from showing in the review results.
    B. The stainless steel bar shows you the following;
        iii.   The vehicle
        iv.   The profile used to review your estimate
        v.   A link to take you directly to CCC, Mitchell and Audatex P Pages
        vi.   A link to submit a DEG inquiry
        vii.   A link for DGE Estimating Tips
        viii.   A link to search existing DEG inquiries

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    C. The Accordion files contain the opportunities that that our scrubber has discovered to help ensure that the estimate is complete, compliant and contains all the items in a repair that should be paid for.

        I. There are 6 accordion files that that can be expanded to display the different information discovered. When you expand an accordion, on the left of the review results, there is the item that was worked on in the estimate. On the right it shows the line item that item pertains to and the suggestions/directional questions. These suggestions/questions are provided to help ensure the estimate is complete and all work/parts/labor was added to the estimate.

           a) The first files contain A numbered & alphabetized list of all flagged items

           b) The second breaks out any admin data and/or rates flagged

           c) The third breaks out the misc.3a&3b flags, all of the rules flagged, any betterment flags and any parts or discount issues

        II. Additionally within the accordions, there are 3 more accordions Breaking down :

           d) Forgettables list provided by SCRS, ASA and Collision Advice

           e) Production Assistant to help schedule repairs

           f) Consumer Estimate which is a breakdown of the estimate into layman's terms and can be printed and presented to your customer.

Support: If there are any questions, comments or concerns, please contact **support@estimatescrubber.com**