






EstimateScrubber.Com v 161010



Instruction Manual















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Introduction

EstimateScrubber is freemium based.

The freemium version allows you a free, no strings attached or credit card necessary, 30 day trial access to all the available scrubber features. You may use our “Quick Scrub Profile” which scrubs against all rules or you may elect to set up multiple profiles and use all the features scrubber offers. The profiles are saved as you transition from the trial version to subscriber.

The trial version is offered at no cost for 30 days to allow you to see the value in our low cost subscription based scrubber. You may subscribe at any time.

If you elect not to subscribe the scrubber reverts to the free version of the scrubber and will continue to allow scrubbing against 10 pre-selected rules along with the ASA and SCRS Non-Included items.

The free version of EstimateScrubber does not use personalized profiles, require a log in or any other form of setup.

“EstimateScrubber will not sell or share your information or estimates with any third party”

Section 1-Getting Started Overview

www.estimatescrubber.com

Until you login to EstimateScrubber it will open in Freemium mode. You will only be able to scrub estimates against 10 of our 38 rules unless you register for our 30 day free trial.

EstimateScrubber Instruction Manual

[Click the "EstimateScrubber Instruction Manual" on the note pad.](#)

Registration

[Click on "Register" in the black menu bar](#)

Filling out the registration form allows you to scrub estimates using all our scrubber features free for 30 days. Your login ID should be unique to your shop. At the end of the 30 day period scrubber will revert back to the freemium mode or you can sign up with one of our easy payment plans. **Enhanced Security:** During the registration policy you will be asked to enter another security code. This should only be known to an administrator and gives access to listing parts and creating reports. [For detailed instructions go to page 9](#)

Login

1. When you register, login is automatic on the computer you used. **You need to login for the first time on all other machines in the shop you will use to scrub estimates.** Once you have logged in the computer will remember the login. To login a new machine or personalize your computer click "**Manage Account**" in the black menu bar, enter your ID and Password, accept the terms and click the "Manage Account" button. To personalize the computers see "**Personalizing the Workstation**" [For detailed instructions go to page 9](#)

[Login is not required again unless you want to edit your list parts or view reports.](#)

Profiles

Profiles allow you to tailor EstimateScrubber for a specific Insurer or task. When you login a "**Quick Start Profile**" is automatically created for you. You may modify this profile or create or clone new profiles, set a different default profile, edit, delete or print a profile. To personalize your profiles click "Manage Account" on the black menu bar, enter your ID and Password, accept the terms and click the "**Manage Account**" button. This will take you to the "**Shop Information**" page from there click "**Personalize Profiles**" on the black tool bar and select what you want to do. [For detailed instructions go to page 17](#)

Section 2-Registration

To Buy Now ----- Step 1. Fill Out the Registration Information. (When you register you get 1 month unlimited free access. After 1 month you will be able to use the premium scrubber with 10 repair rules or purchase a subscription). Step 2. Select the Check out with PayPal button. You will be redirected to their secure website for payment. Step 3. We will get email confirmation from PayPal payment was received. When we receive receipt we will activate your subscription and notify you via email. To cancel your subscription select the Check out with PayPal button. You will be redirected to their secure website where you can cancel your subscription.

Shop Name
Contact Name
Contact email
Shop Web Site
Address
City
State
Postal Code
Phone Number (that appears on estimates)
Login ID
Password
Do you want to list the shop our locators
Certifications
Manufacturer/Other Certifications

Yes
I-CAR ASE Aluminum

Offer Code

Accept Terms of Use Register

Choose File No file cho

5. OR Just Click the Demo Button. Demo

Registration Form Instructions

To fill out the form:

1. Your shop login should be unique for each shop
2. You can set up different profiles for each different customer
3. Select Yes if you want to list your shop in our shop locator
4. Select your shop certifications
5. Add any Manufacturer or Paint certifications in the 10 spaces provided for this
6. Enter any special offer code
7. Click Register
8. To purchase click "Buy Now" on the black tool bar

00000000

When you register you are automatically logged into that computer.

1. Your registration ID is good for all computers in one shop location and they will work simultaneously.
2. After the initial registration you must login, using "Login / Manage Account", to all other computers in the shop that may be used to scrub estimates.
 1. At this point you may want to read "Section 3-Personalize Workstations" and add estimator's names for your computers ([see Login page 10](#)).
 2. Once you login the computer will remember you and you should not have to login again.
1. After you have added the estimators names, to track usage, you must set the correct name to the workstation
 - a. Open the dropdown window under the coffee cup
 - b. Select the name associated with that workstation
 - c. Click set (do this before selecting an estimate to scrub)
 - i. The name will be permanently attached to the workstation until changed
 - d. Any estimates scrubbed will be recorded under that name until changed

Section 2-Registration (cont.)

Create your ID

You can create your own ID or you can click the “Create Login ID” button on the registration screen. You then need to enter a password. It is recommended that you record the ID and password somewhere. You may later change the password but not the ID using the “**Shop Information**” link in the black tool bar.

Enhanced Security Code

During the registration process you will be asked to enter an enhanced security code. This code allows you to control access to protected sections of EstimateScrubber. It allows an owner or designated personnel the ability to list and edit parts for sale in our Collision Parts Source app and also to see and create reports. Please record the code for future use. (See pg. 9)

The security code should only be given to authorized personnel.

Registration/Login

You may scrub estimates on as many work stations as necessary in one shop. You must login to each workstation using the ID and Password used to register with. Once you have logged in to a workstation you will remain logged in. It is not necessary to login again (to scrub estimates) on that machine. You may personalize each work station with an estimator’s name. Each estimate scrubbed will then be recorded under that estimator.

Contact Us and Reporting Scrubber Issues

“**Contact Us**” is found in the black tool bar on the home page. It can be used for general questions or suggestions.

“**Report Scrubbing Issues**” Is found on the Scrub Results Page and is used to report issues or problems with the results or performance of scrubber. Please fill out as much detail as you can. A copy of the estimate is automatically attached to the email.

We check these emails daily and will respond ASAP.

Section 3– Login (cont.)

Click Login/Manage Account on the black tool bar

1. A login and password box will appear

- Enter login & password
- Check “Accept Terms of Use”
- Click “Manage”

2. A “Welcome to EstimateScrubber” screen appears from here you can:

- Scrub an estimate
 - Click scrub estimate
- Got to the home page
 - Black tool bar
- View the Instruction Manual
 - Click the scrubber image
- Enable “Enhanced Security”
 - Access to Estimators & Reports (Pg. 9)

Profile Management

3. Go to Profiles in the Black Tool Bar

- Add a new profile
- Set a Default Profile
- Edit Selected Profile
- Editing allows cloning profile
- Delete or Print a Profile
- Save Your Changes
- More information on (Pg. 15)

Section 4- Enhanced Security (cont.)



During the registration process you will be asked to enter an enhanced security code. This code allows you to control access to protected sections of EstimateScrubber. It allows the owner or designated personnel the ability to list, edit, and delete parts for sale in our Collision Parts Source app and also to add estimators, read “Supplier Messages” and create reports. **Please record the Enhanced Security Code for future use.**

The security code should only be given to authorized personnel.

1. To open Enhanced Security

- a. Login
 - i. Accept terms
 - ii. A Welcome screen opens
- b. Click Enhanced Security from the Black Tool Bar
 - i. An Enhanced Security login screen opens
 1. Enter your security code
 - a. Note: once a code is created the only way it can be changed is by contacting EstimateScrubber
- c. After entering your security code you will be allowed access to:
 - i. Reports
 - ii. Collision Parts Source setup
 1. You may List, Edit and Delete surplus parts for sale
 - iii. Estimators
 1. You may add and/or delete names
- d. If you need to change your Enhanced Security Code Contact EstimateScrubber through the Contact Us link

Personalize Workstations

After you register you may add the names of all personnel that will be scrubbing estimates.

If an estimate is scrubbed and no estimator is selected the computer has not been personalized. When a usage report is run, the report will show all estimates as an “Unidentified User”

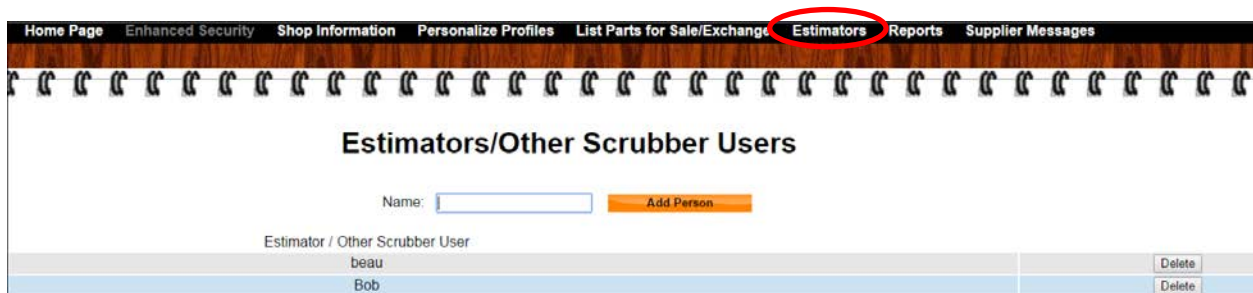
To add the names after registration

- a. When you click “**Register** or select **Login/Manage Account**” you will be taken to a welcome page
- b. Go to the black tool bar at the top and select estimators
 - i. If you elected to use enhanced security you will need to enter that code you enable the estimators link

Section 4- Personalize Workstations (cont.)

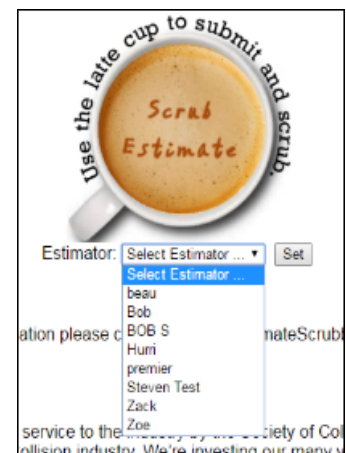


- c. Click on **estimators** and an estimator scrubber user screen will open
 - i. From this screen you should add the names of the personnel who will scrub estimates
 1. Click **“Add Person”**
 2. To delete a name Click the **“Delete”** button
 3. If you do not personalize, all scrubber estimates will be identified on reports as an Unidentified User
 - ii. Return to the Home Page
 1. There is an estimator dropdown directly under the Coffee cup
 - a. To switch Estimators prior to performing a scrub, click the drop down arrow, select the correct name then click **“Set”**
 - i. All estimates scrubbed will be recorded under that name for reporting purposes
 - ii. If an estimate is scrubbed and no estimator selected when a report is run, the reports will show as an Unidentified User
- d. To update, add or delete names click **“Login/Manage Account”**
- e. Follow Step 1 above



Setting Estimator Name on Workstation

1. After you have added the estimators names you may set the correct name to the workstation
 - a. Open the dropdown window under the coffee cup
 - i. Select the name associated with that workstation
 - ii. Click set (do this before selecting an estimate to scrub)
 1. The name will be permanently attached to the workstation until changed
 - b. Any estimates scrubbed will be recorded under that name until changed



Section 5-Home Page

NEW EstimateScrubber.Com v2.0 **NEW**
A VehicleOwnersGuide.com Service

Home Page Register Buy Now Terms of Use FAQ Free & Subscription Options Login / Manage Account About Us Contact Us / Support

Estimate Scrubber is a no/low-cost estimating tool

Estimate Scrubber v2.0 provides:

- Free ASA New Replacement Parts Guidelines Scrub
- Free SCRS Complete Repair Planning Guide Scrub &

Line by line review. List shop parts for sale, OE scratch and dent, invoicing Apps and more...
Your use constitutes your acceptance of our Terms of Use
Free and subscription options available

To Scrub an Estimate

1. Print a PDF Audatex, CCC or Mitchell estimate.
(Only complete estimates will scrub)
2. Save the estimate to a file.
3. Click the Browse Button below.
4. Then click Scrub Estimate.

Choose File No file chosen

Estimator:

5. OR Just Click the Demo Button. For more information please contact Sales@EstimateScrubber.com


Menu Bar Functions (Black Bar)

- Home Page
- Register
- Buy Now
- View Terms of Use
- View FAQ's (Frequently Asked Questions)
- Free & Subscription Options
- Manage Account/Profiles/Reports (**pages 9, 15, 19**)
- Be a Sponsor
- About Us
- Contact Us/Support

Section 5-Home Page (cont.)

Selecting an Estimate to Scrub from Home Page

1. Go to # 3 (browse Button) on the scrubber home page
2. Click the browse button
3. A “Choose file to upload” screen appears
4. Select the file location
5. Select file
6. Click on coffee cup to scrub file
7. Scrub results and estimate will appear



The screenshot shows the 'To Scrub an Estimate' section of the EstimateScrubber website. It includes a list of instructions, a 'Browse...' button, a 'Demo' button, and a contact information box. A coffee cup graphic with the text 'Scrub Estimate' and 'Use the latte cup to submit and scrub.' is also present.

To Scrub an Estimate

1. Print a PDF Audatex, CCC or Mitchell estimate.
(Only complete estimates will scrub)
2. Save the estimate to a file.
3. Click the Browse Button below.
4. Then click Scrub Estimate.

5. OR Just Click the Demo Button.

For more information please contact
sales@estimatescrubber.com

To Demo EstimateScrubber

1. Click the Demo Button
 - a. “Select the Estimate to be scrubbed” a window will open.
 - i. You will see Audatex, CCC and Mitchell estimates to choose from
 - ii. Click on an estimate to be scrubbed
2. Click review
3. Scrub results and estimate will appear
 - a. You can select ScrubberApps to demo

Section 6-Review Results

When you scrub an estimate the review results will be contained inside eight (8) accordion folders. The folders, as displayed below, are labeled with the contents contained in them. The numbers of flags are displayed as opportunities contained in each folder. The first folder contains the complete scrub results. The others are broken into smaller categories of the results for easier reading comprehension. You may click through the categories at will. If you click the printer friendly link you may print the results.

Select Profile:

2011 Honda Accord Reviewed Against Profile: Quik Start Profile
[Printer Friendly Review Results](#) [Printer Friendly Profile](#) [Report Scrubbing Issue](#)

- All Flagged Items (34 Opportunities)
- ASA, SCRS Not Included Items (2 Opportunities)
- Body, Parts & Labor Operations Flags (19 Opportunities)
- Refinish Operations Flags (5 Opportunities)
- Position Statements (3 Opportunities)
- Profile Flags (5 Opportunities)
- CPS & Links to Alternate Suppliers
- Consumer Estimate

Please support these advertisers
They help us keep our prices low

The contents contained in the folders are outlined on the next pages

\$scrubberMax was developed to help quantify the results of using EstimateScrubber. When you scrub an estimate the single estimates bottom line total will automatically populate the single estimate total (first line) along with the body labor rate. We have populated the average RO field with an approximation dollar amount. You may enter your own numbers into any of the bolded fields,. When calculated it will show the monthly and annual shop sales for the number of RO's completed per year along with the impact of adding extra labor and materials. This will show the amount of profit you may be missing by not charging for work you are currently doing. Remember this amount drops right to the bottom line as you are already doing it to complete the job.

Section- 6 \$scrubberMax (cont.)

\$scrubberMax is displayed behind the estimate. To view it click on the blue \$scrubber Max bar above the estimate. To return to thre estimate click the bar again. The estimates total and labor rate will be automatically populated. There is an approximate average shop RO amount pre-populated this can be changed to your own shops RO \$ amount, you can also change the average # of monthly RO's your shop completes. Click the blue **Calc RO** button to calculate the effect of what you enter and see the single estimate change and how muck it adds over the course of a month or year. Use Clear all to erase what you entered. This will not change the averager RO\$ you entered.

ScrubberMax (Less Bang, More Bucks)

- Estimate # 29 1 / 2

Date: 10/25/2014 10:27 AM
 Estimate ID: 29
 Estimate Version: 0
 Preliminary
 Profile ID: * Mitchell

This tests a/c recharge, R&I fuel tank, airbags

Damage Assessed By: MITCHELL MITCHELL
 Classification: None

Type of Loss: Collision
 Deductible: UNKNOWN

Insured: 10-25 Test 1 a/c rech, R&I fuel tk, airbg

Mitchell Service: 911468

Description: 2014 Dodge Dart Limited
 Body Style: 4D Sed
 OEM/ALT: O
 Options: PASSENGER AIRBAG, DRIVER AIRBAG, POWER DRIVER SEAT, POWER LOCK, POWER WINDOW REAR WINDOW DEFOGGER, CRUISE CONTROL, TILT STEERING COLUMN, LEATHER SEAT TELESCOPIC STEERING COLUMN, ANTI-LOCK BRAKE SYS., TRACTION CONTROL, FOG LIGHTS ALUM/ALLOY WHEELS, REMOTE IGNITION, NAVIGATION SYSTEM, AUXILIARY INPUT TINTED GLASS, AUTO AIR CONDITION, TRIP COMPUTER, UNIVERSAL GARAGE DOOR OPENER VARIABLE ASSISTED STEERING, SIDE AIRBAGS, ANTI-THEFT SYSTEM AUTOMATIC HEADLIGHTS, SECOND ROW SIDE AIRBAG INTERIOR AUTOMATIC DAY/NIGHT OR ELECTROCHROMATIC MIRROR SIDE HEAD CURTAIN AIRBAGS, HEATED STEERING WHEEL, DAYTIME RUNNING LIGHTS ELECTRONIC STABILITY CONTROL, FRONT HEATED SEATS FRONT SEATS WITH POWER LUMBAR SUPPORT, INTERIOR AIR FILTER, KEYLESS ENTRY SYSTEM LIMITED SLIP DIFFERENTIAL, POWER DISC BRAKES, POWER LIFTGATE/TRUNK STEERING WHEEL AUDIO CONTROLS, SUNROOF/MOONROOF (POWER)

Enter Single Estimate total		\$0.00	\$0.00	Enter estimate total
New Estimate Total				New estimate bottom line
The effect of adding Materials & Labor	.1	Hour to each estimate =	\$0.00	Add'l amount of labor & materials added to this single estimate. Go to the grey section and add any material & labor adds (if necessary)
This section shows the effect of adding		missed labor over	a period	of time
\$2458.33 (Average Industry RO) or enter your own RO amount			\$2458.33 Estimated	Enter Average RO \$\$ amount
Number of RO's per month			1	Enter number of RO's per month
Estimated Monthly Gross sales \$			\$2,458.33	Monthly sales before adds
Estimated Annual Gross sales \$			\$29,499.96	Annual Gross before adds
Enter your lowest shop estimate Labor Rate	Body	\$0.00		Labor rate for calculation
Additional Paint & Materials	0.00			Enter Additional P&M
Additional Corrosion Protection, seam sealers, etc.	0.00			Enter Add'l Corr Protect, seam sealers, etc.
Clips and attachments	0.00			Enter Clips and Attachment Amount
Total Material Adds		\$0.00		Total Mat'l Adds
Enter additional Labor Hours		.1	\$0.00	Enter combined add hours & shows \$\$ amount
Additional material and labor revenue <i>this RO only</i>			\$0.00	Totals add'l labor and materials (If any)
Additional monthly profit	1	month	\$0.00	Shows Monthly \$\$ effect on labor adds
Additional yearly profit	12	months	\$0.00	Shows Annual \$\$ effect on labor adds
New estimated monthly gross sales			\$0.00	Shows Monthly \$\$ effect on gross sales
New estimated annual gross sales			\$0.00	Shows Annual \$\$ effect on gross sales
Scrubber Cost @ \$25.00 Month	\$300.00	yearly		Cost of product
Additional Profit	-\$300.00			Add'l monthly profit (less cost)
Monthly Return On \$300 Investment	0.00%	ROI		Return on investment % (less cost)

Section 6-Scrubber Results Page

[Scrubber Home Page](#)
[Review Another Estimate](#)
[Choose File](#) No file chosen
[Review](#)


Select Profile: Quik Start Profile [Review](#)

2015 HOND ACCORD Reviewed Against Profile: Quik Start Profile
[Printer Friendly Review Results](#) [Printer Friendly Profile](#) [Report Scrubbing Issue](#)

All Flagged Items (15 Opportunities) ⌵

ASA, SCRS Not Included Items (1 Opportunities) ⌵

Body, Parts & Labor Operations Flags (5 Opportunities) ⌵

Item	Test Result
 Explain the 30/20/10	This estimate has been compared to Collision Advices' recommended sales mix guidelines to help you to achieve overall maximum gross profit. <ol style="list-style-type: none"> 1. Body/Frame/Mech Labor guideline is 30.0% ± 1.5%, the actual % is 34.64% 2. Refinish Labor guideline is 20.0% ±1.0%, the actual % is 24.71% 3. Parts guideline is 38.0% ±1.9%, the actual % is 31.75% 4. Refinish Materials guideline is 10.0% ±0.5%, the actual % is 12.85%
Block Sand Outer Panels or remove sound deadening materials	Block Sand, specific outer panels were repaired on line/s 11. <ol style="list-style-type: none"> 1. Do you need to add block, feather & fill labor to the panel/s? 2. Should you add labor to remove sound deadening from repaired panels?
Estimate Line Modified (CCC only)	Estimate line/s 11 modified. <ol style="list-style-type: none"> 1. The part type, part number, price, labor or labor type has been changed by estimator. 2. Changes are identified on the estimate through the use of an <u>underscore</u>.
Labor Hours, blank or zero	There was a zero or no labor on line/s 6.
R&I Emblems, Mouldings, Nameplate, clean & retape	R&I of mouldings, emblems and nameplates on line/s 19. <ol style="list-style-type: none"> 1. Do you need to allow for cleaning old adhesive from the moulding and retaping? 2. Do you need to allow for cleaning old adhesive from a repaired or blended panel?

Refinish Operations Flags (3 Opportunities) ⌵

Position Statements (3 Opportunities) ⌵

Profile Flags (3 Opportunities) ⌵

CPS & Links to Alternate Suppliers ⌵

Consumer Estimate ⌵


Results Page Functions:

1. You may scroll
 - a. Through scrub results
 - b. Through the estimate
2. Review the profile used to scrub
3. Change the profile used to scrub
4. View "Printer Friendly Profile"
5. Print "Printer Friendly Profile"
6. View "Printer Friendly Review Results"
7. Print "Printer Friendly Review Results"
8. Report Scrubbing Issues

Section 6-Scrubber Results Page (cont.)

Menu Bar

1. Home Page returns you to home
2. Click Review Another Estimate
3. Click the browse button
4. "Choose file to upload" appears
 - a. Select the file location
 - b. Select file
 - c. Click Review
 - d. Scrub results and estimate will appear

Item	Test Result
 Explain the 30/20/10	This estimate has been compared to Collision Advices' recommended sales mix guidelines to help you to achieve overall maximum gross profit. 1. Body/Frame/Mech Labor guideline is 30.0% ± 1.5%, the actual % is 34.04% 2. Refinish Labor guideline is 20.0% ± 1.0%, the actual % is 24.71% 3. Parts guideline is 30.0% ± 1.0%, the actual % is 31.75% 4. Refinish Materials guideline is 10.0% ± 0.5%, the actual % is 12.65%
Block Sand Outer Panels or remove sound deadening materials	Block Sand, specific outer panels were repaired on line/s 11. 1. Do you need to add block, feather & fill labor to the panel/s? 2. Should you add labor to remove sound deadening from repaired panels?
Estimate Line Modified (CCC only)	Estimate line/s 11 modified. 1. The part type, part number, price, labor or labor type has been changed by estimator. 2. Changes are identified on the estimate through the use of an <u>underscore</u> .
Labor Hours, blank or zero	There was a zero or no labor on line/s 6.
R&T Emblems, Mouldings, Nameplate, clean & retape	R&T of mouldings, emblems and nameplates on line/s 19. 1. Do you need to allow for cleaning old adhesive from the moulding and retaping? 2. Do you need to allow for cleaning old adhesive from a repaired or blended panel?

DEG & Procedure Page Functions (Gold Box left side)

1. View Info providers reference guides

- a. Audatex
- b. CCC
- c. Mitchell
- d. DEG inquires on vehicle being scrubbed
- e. DEG link to report database issue
- f. Estimating Tips m(from the DEG)

The above links always offer direct access to the most current information courtesy of the DEG

Note: some of the review results contain links offering additional information. These links are underlined and when clicked on offer additional information and/or short video segments to further explain the review results.

Section 7-Profiles

When you register a “**Quick Start Profile**” is created and set as the default profile. This profile will scrub estimates against scrubbers set of 38 rules (shown on page 17). It does not check any other areas. Using “**Personalize Profiles**” found in the **Login/Manage Account** link on the Home Page’s black tool bar you can personalize this profile. You may edit an existing profile or clone a new profile. You can create separate profiles to scrub specific items. Other profiles could be setup to address specific rates, rules and thresholds for DRP’s or insurers. There is no limit to the number of profiles you can create.

EstimateScrubber is very versatile allowing you to scrub the same estimate against as many different profiles as you need to. To change the profile being used to scrub, go to “**Select Profile**” box in the yellow band on the results page, select a different profile and click **Review**.

Set & Check Administrative Data

Admin data will be flagged if selected and not found in estimate

VIN	Year	Make
Exterior Color	Trim Code	Odometer
License Plate	Production Date	Customer Name
Customer Address	Customer Phone	Customer Email
Insurer	Policy Number	Deductible
Type of Loss	Job/RO	Damage Indicator
Date of Loss	Claim Number	Estimated By
Scheduled In Date	Inspection Date	Estimated Repair Days

Set & Check Rates

Rate will be flagged if over or under the profile rate

Body \$	Paint \$	Paint Supplies \$
Frame \$	Electrical \$	Mechanical \$
Diagnostic \$	Structural \$	Glass \$
Body Supplies \$	Sales Tax	

Section 7-Profiles (cont.)

Miscellaneous **Search** Repair Operations



Profile **Section 3.a** Miscellaneous Repair **Search** Operation:

This section allows you to select text to be “Required on Estimate” or “Not Allowed on Estimate”. Depending on which option has been selected EstimateScrubber looks for line text in the estimate and flags missing text or flags text not allowed on the estimate.

There are 10 of these search fields.

<input checked="" type="checkbox"/> Search 1	Verbiage:	<input type="text" value="Enter Verbiage Audatex, CCC, and Mitchell here or create your"/>
--	-----------	--

Note: The Verbiage must be identical to estimate printout verbiage. You can enter verbiage from all 3 info providers the text must be separated with a “PIPE Symbol” (|).

Miscellaneous **Custom** Repair Operations

Profile **Section 3b.** Miscellaneous Repair **Custom** Operation:

This section offers the ability to enter estimate text verbiage along with a dollar amount and/or labor hours. If the estimate amount is over or under the specified profile amount the line will be flagged.

There are 10 of these custom fields.

<input checked="" type="checkbox"/> Custom Item 1	Verbiage:	<input type="text" value="Restore Corrosion Protection Corrosion Protection"/>	<input type="text" value="\$ 15.00"/>	<input type="text" value="0.5"/> hrs
---	-----------	--	---------------------------------------	--------------------------------------

Section 7-Profiles (cont.)



Scrub Rules

Rule Looks For	Rule Looks For	Rule Looks For
Aim, sensors (park, backup, proximity & camera)	Discontinued Parts	Part Number, Call Dealer
A/C Evacuate & Recharge	Estimate Line Modified (CCC only)	Part Price/Labor Allowance, Manually Entered Inc*
Advanced Substrates, repair	Fuel Tank/Fuel Pump Module, R&I/R&R	Parts Price/Sublet Amount, blank or zero
Air Bag, deployment clean up	Glass, Urethane Set	R&I Emblems, Mouldings, Nameplate, clean & retape
Asterisks, overridden refinish and/or blend allowances	Labels	Refinish Check, part number, ending in PTM, ZZ & bumper reinforcements/impact bars
Battery, disconnect	Labor Hours, blank or zero	Refinish Setup, Underside, Second Color & Two Tone
Block Sand, repaired outer panels	Labor Notes - Message Codes	Refinish, undersides of selected panels
Bumper, refinished on vehicle (CCC only)	Mechanical Operations Paid as Body (CCC / Mitchell only)	Remanufactured Parts, core charges
 Collision Advice, Sales Mix Rule	Open Item (CCC Only)	Unibody/Frame, setup, pull
Corrosion Protection, restore	 Paint Materials Check #1, <u>Has no amount in Scrubber Profile</u> , calculates effective materials rate	Used Part, preparation
Decals, Overlays, Stripe Tape	 Paint Materials Check #2, <u>Has amount in Scrubber Profile</u> , calculates the true material amount;	Weld damage, blend/repair selected panels

NOTE: for a complete list of rules refer to the Quik Start Profile Pg.xx

NOTE: The Collision Advice Sales Mix rule is calculated by dividing the estimates subtotal (before tax) by the operations total dollars and converted into percentages. The target percentages are: 36-38% Parts, 30% labor (including body frame and mechanical), Refinish 20% and Refinish Materials 10%. This has been proven to provide the most profitable sales mix for collision estimating

Section 7-Profiles (cont.)



Creating/Sharing profiles for Multi Shop Organizations (MSO's)

An MSO allows administering profiles all the shops from a single master login. To create a MSO it is necessary to contact EstimateScrubber's Customer Care Department using the "Contact Us" link in the scrubber application. Please list the administrators contact information and phone number. Our customer Care department will contact you to setup the MSO's ID and password along with the shops in the MSO group to receive the selected profiles.

Managing the MSO Profiles

When a MSO is created it is not a shop and has no profiles attached to it. The profiles are created by shops in the MSO and shared with other shops in the MSO. The MSO only allows you to share the profiles with other shops in the MSO. It would be best if one shop in the MSO creates all the profiles and shares them with the other MSO shops. Shared profiles can be modified to suit the needs of the shops they are shared with.

1. Select & open "**Login/Manage Account**" on the black tool bar of the Home Page
 - a. Click on the link "MSO Administration"
 - i. A **MSO Administrator Login** page appears
 - ii. Enter the MSO,s login and password
 1. You may need to get the ID & PW from customer care
 2. Accept terms of use
 - b. A **Select Shop** page appears
 - i. **Step 1** Select, from the dropdown, the shop name that contains the profiles to be shared
 - ii. **Step 2** Click "**Get Shop Profiles to Share**" This displays the shops in the MSO
 1. Select the shops name that have the profiles to be shared (left side of screen"
 - iii. A Select Profiles to transfer screen appears
 1. **Step 1** should already be displaying the correct shops name with the profiles to be transferred
 - a. If the correct shop was selected in the prior screen **ignore Steps 1 & 2**
 - b. If multiple shops have profiles they can be selected from this screen and profiles shared **See Steps 1 & 2**
 2. **Step 3** Select the profiles to be transferred (Left side of screen)
 3. **Step 4** Select the shops to receive the profile (Right side of screen)
 - iv. **Step 5** Select **Copy Checked Profiles to Checked Shop/s** (yellow button top of page)
 1. A message the selected profiles were shared is displayed
 - a. **Note: if a shop is deleted out of an MSO the profile will remain intact**
 - b. **If the profile is changed by a shop the changes do not affect the other shops in the MSO**



Section 8-Reports

Estimator usage report

If you personalized your estimator’s computers you, as an administrator, can generate a report showing the amount of scrubbed estimates by estimator. To generate this report:

1. Estimator Usage Report

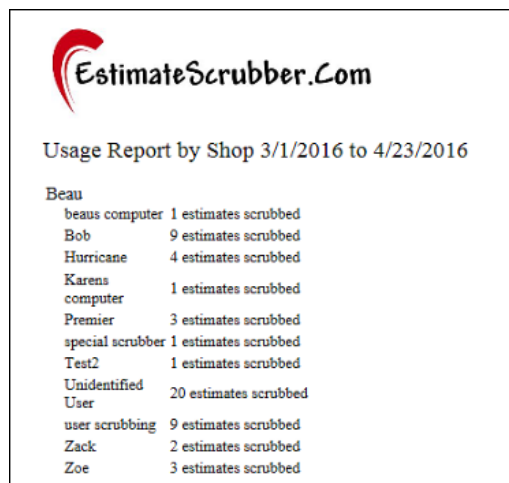
- a. Usage reporting records the amount of estimates scrubbed
 - i. If you scrub the same estimate multiple times each scrub is recorded
- b. Shows the number of estimates scrubbed broken out by estimators for a selected period of time.
 - i. Each estimators work station should be personalized to effectively use this report
 - 1. If there is no estimator selected the scrub will be identified as an “Unidentified User” in the usage report

1. To create the Usage Report

a. Login through **Login/Manage Account**

- i. The welcome to EstimateScrubber page is displayed
 - 1. Enter your enhanced ID (If necessary)
 - a. List Parts, Estimators & Reports becomes activated
- i. Select “Estimator Usage Report”
 - a. Select the date ranges for the estimator report
 - b. Select Estimator usage report
- ii. To print click “**Printer Friendly Usage Report**”
 - a. Right click on report to print

Estimator Usage Report example



Usage Report by Shop 3/1/2016 to 4/23/2016	
Beau	
beaus computer	1 estimates scrubbed
Bob	9 estimates scrubbed
Hurricane	4 estimates scrubbed
Karens computer	1 estimates scrubbed
Premier	3 estimates scrubbed
special scrubber	1 estimates scrubbed
Test2	1 estimates scrubbed
Unidentified User	20 estimates scrubbed
user scrubbing	9 estimates scrubbed
Zack	2 estimates scrubbed
Zoe	3 estimates scrubbed



Section 8-Reports (cont.)

30, 20, 10 Sales Mix Reports

The 30, 20, 10 rule was jointly developed and implemented by Steve Trapp from Axalta along with Mike Anderson from Collision Advice. The rule looks at your estimates and creates percentages for following four categories.

1. **Parts** 38% range (acceptable range is 36.1 to 40.9%)
2. **Labor** 30% (acceptable range is 28.5 to 31.5%)
3. **Refinish Labor** 20% (acceptable range is 18 to 22%)
4. **Refinish Material** 10% (acceptable range is 9.5 to 10.5 %)

The above percentages have been found to create the most overall shop profitability on estimates.

EstimateScrubber's Sales Mix Report currently shows these Percentages as a default % on each individual scrub and reports on them over a selectable period of time. The 30,20,10 report will show the shop averages, vehicle make averages and each estimators average (must personalize work stations).

These percentages can be used as a guide to gauge the profitability of the estimates. We now allow a shop to adjust these percentages to meet shop needs and/or identify trends in estimating.

An example would be if the parts % was high and Labor % low you could check to see if anything can be repaired instead of replaced. If an estimate meets the above criteria this will be displayed in the scrub results



To generate data for this report you should have the "Collision Advantage 30, 20, 10" rule selected in the profile.

Below are examples of the sales mix report

Sales Mix Report Example

The black bar shows Total Shop Sales \$\$ the Average Estimate \$\$(\$ / by the Est Count) and the 30,20 10 %'s

30, 20, 10 Sales Mix						
Start: 6/1/2016	End: 7/13/2016	Create Report	Personalize Ratios	Detail Estimate Information	Printer Friendly Sales Mix Report	
Shop Sales Mix						
Total Shop Sales in dollars: \$231,540.25 / Average Job sheet in dollars: \$5,647.32 / (Body, Frame & Mechanical Labor: 27.38% / Refinish Labor: 12.45% / Parts: 46.35% / Refinish Materials: 6.66% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
ALL	41	0 (0.00%)	0 (0.00%)	17 (41.46%)	1 (2.44%)	0 (0.00%)
\$0-\$2000	8	0 (0.00%)	0 (0.00%)	1 (12.50%)	0 (0.00%)	0 (0.00%)
\$2001-\$4000	12	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$4001-\$6000	6	0 (0.00%)	0 (0.00%)	5 (83.33%)	0 (0.00%)	0 (0.00%)
\$6001+	15	0 (0.00%)	0 (0.00%)	11 (73.33%)	1 (6.67%)	0 (0.00%)

Estimate Range shows:
 Estimate Count = estimates scrubbed broken into 5 categories by total dollar amount
 All In Range = number/percentage of estimates in which all 4 categories were met
 Labor/Parts In Range = number/percentage of estimates in which the specified range was met

Section 8-Reports (cont.)

Personalize 30,20,10 % Ratios

To change Percentages: Click the **Personalize Ratio** button to change the percentages for the reports, change the % and click the **Save** button. To return to the default figures open the box and click **Reset** and then **Save**.

Body, Frame & Mechanical Labor Target Percent	<input type="text" value="30"/>	%
Refinish Labor Target Percent	<input type="text" value="20"/>	%
Parts Target Percent	<input type="text" value="38"/>	%
Refinish Materials Target Percent	<input type="text" value="10"/>	%

Single Shop Estimator Sales Mix Report Example

Start	<input type="text" value="6/1/2016"/>	End	<input type="text" value="6/9/2016"/>	<input type="button" value="Create Report"/>	Detail Estimate Information	Printer Friendly Sales Mix Report
Shop Sales Mix						
Estimator Sales Mix						
Estimator: BOB / Total Shop Written in dollars: \$35,007.77 / Average Sale in dollars: \$5,834.63 / (Body, Frame & Mechanical Labor: 27.92% / Refinish Labor: 13.58% / Parts: 49.78% / Refinish Materials: 7.20% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$2001-\$4000	3	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$6001+	3	0 (0.00%)	1 (33.33%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Estimator: BOB S / Total Shop Written in dollars: \$25,463.50 / Average Sale in dollars: \$3,637.64 / (Body, Frame & Mechanical Labor: 32.84% / Refinish Labor: 20.38% / Parts: 27.67% / Refinish Materials: 9.04% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$0-\$2000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$2001-\$4000	4	1 (25.00%)	1 (25.00%)	1 (25.00%)	1 (25.00%)	1 (25.00%)
\$4001-\$6000	1	0 (0.00%)	1 (100.00%)	1 (100.00%)	0 (0.00%)	0 (0.00%)
\$6001+	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)

Single Shop Make Sales Mix

Shop Sales Mix						
Estimator Sales Mix						
Make Sales Mix						
Make: JEEP / (Body, Frame, & Mechanical Labor: 23.84% Refinish Labor: 10.95% / Parts: 56.42% Refinish Materials: 6.28% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$6001+	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Make: DODG / (Body, Frame, & Mechanical Labor: 31.74% Refinish Labor: 13.77% / Parts: 46.12% Refinish Materials: 4.36% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$6001+	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Make: FORD / (Body, Frame, & Mechanical Labor: 35.00% Refinish Labor: 10.42% / Parts: 33.60% Refinish Materials: 9.86% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$0-\$2000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$2001-\$4000	3	1 (33.33%)	1 (33.33%)	1 (33.33%)	1 (33.33%)	1 (33.33%)
\$6001+	1	0 (0.00%)	1 (100.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Make: HOND / (Body, Frame, & Mechanical Labor: 31.48% Refinish Labor: 21.11% / Parts: 33.21% Refinish Materials: 12.71% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$2001-\$4000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$4001-\$6000	1	0 (0.00%)	1 (100.00%)	1 (100.00%)	0 (0.00%)	0 (0.00%)

Below the black bar the each estimate is broken down into all scrubbed estimates and by size using four different pricing groups. The report then offers the for the 30,20,10 sales mix for each estimator. This is displayed in the following manner: count/percentage. The count is the number of estimates that hit the target 30,20,10. The % shown is the percentage of estimates written that hit the 30,20,10 targets.

Section 8-Reports (cont.)

Single Shop Detail Estimate Information

30, 20, 10 Sales Mix Click the Detail estimate information for report

Start: End:

Date	Estimator	Vehicle	Total	Body, Frame, & Mechanical Labor	Refinish Labor	Parts	Refinish Materials
<input type="checkbox"/> 6/3/2016	Bob	2014 JEEP (8795)	\$11,527.24	23.84%	10.95%	56.42%	8.23%
<input type="checkbox"/> 6/3/2016	Bob	2005 DODG (8275)	\$7,991.18	31.74%	13.77%	46.12%	4.38%
<input type="checkbox"/> 6/6/2016	Bob	2007 FORD (2836)	\$7,278.84	30.49%	13.46%	49.80%	6.18%
<input type="checkbox"/> 6/3/2016	Bob	0 (8909)	\$2,272.64	41.63%	25.08%	20.52%	12.76%
<input type="checkbox"/> 6/3/2016	Bob	2013 AUDI (3752)	\$2,196.45	45.41%	27.25%	13.47%	13.86%
<input type="checkbox"/> 6/3/2016	Bob	2013 BMW (0239)	\$3,741.42	8.72%	6.29%	76.13%	4.58%
<input type="checkbox"/> 6/8/2016	BOB S	2009 FORD (9886)	\$2,740.68	39.22%	26.27%	14.60%	12.61%
<input type="checkbox"/> 6/8/2016	BOB S	2012 Honda (8455)	\$5,484.10	30.23%	19.68%	33.79%	12.65%

The black bar shows the scrub date, Estimator, Vehicle (last 4 of the VIN for ID purposes), gross estimate dollars (before Tax) and the 30,20,10 percentages. The Date, Estimator and Vehicle are sortable by clicking on the Heading. The information shown is always the last estimate scrubbed for that vehicle. **Example:** A supplement replaces the preliminary scrub values

Note: Unwanted estimate detail may be deleted by checking the estimate and clicking the "Delete Checked Item"

Combined MSO 30, 20, 10 Sales Mix

The Combined MSO Report offers a unique view of the MSO's performance covering all the MSO shops estimating activity for an electable period of time

The black bar shows the MSO Combined Sales \$\$ the Average MSO Estimate \$\$ (\$ / by the Est Count) and the Combined MSO 30,20 10 percentages'

30, 20, 10 Sales Mix

Start: End:

MSO Sales Mix

Total MSO Sales in dollars: \$298,181.67 / Average Job sheet in dollars: \$5,963.63 / (Body, Frame & Mechanical Labor: 30.37% / Refinish Labor: 12.56% / Parts: 44.47% / Refinish Materials: 7.07% as an average against sales dollars)

Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
ALL	50	3 (6.00%)	7 (14.00%)	6 (12.00%)	9 (18.00%)	6 (12.00%)
\$0-\$2000	11	0 (0.00%)	2 (18.18%)	0 (0.00%)	0 (0.00%)	1 (9.09%)
\$2001-\$4000	14	3 (21.43%)	5 (35.71%)	3 (21.43%)	3 (21.43%)	3 (21.43%)
\$4001-\$6000	6	0 (0.00%)	0 (0.00%)	2 (33.33%)	2 (33.33%)	2 (33.33%)
\$6001+	19	0 (0.00%)	0 (0.00%)	1 (5.26%)	4 (21.05%)	0 (0.00%)

Estimate Range shows:
Estimate Count = estimates scrubbed broken into 5 categories by total dollar amount
All in Range = number/percentage of estimates in which all 4 categories were met
Labor/Parts in Range = number/percentage of estimates in which the specified range was met

Shop Sales Mix for MSO

Make Sales Mix for MSO

Below the black bar the MSO is broken down into all scrubbed estimates and four categories by amount of the gross total (before tax). The report then offers the percentages for the 30,20,10 sales mix. This is displayed in the following manner: count/percentage. The count is the number of estimates that hit the target 30,20 10%. The % shown is the % of estimates that hit the 30,20,10 targets.

Section 8-Reports (cont.)

MSO Shop Sales Broken Out

30, 20, 10 Sales Mix						
Start: 6/10/2016		End: 6/11/2016		Create Report	Detail Estimate Information	Printer Friendly Sales Mix Report
MSO Sales Mix						
Shops Sales Mix						
Shop: Beau / Total Shop Written in dollars: \$2,165.14 / Average Sale in dollars : \$2,165.14 / (Body, Frame & Mechanical Labor: 34.64% / Refinish Labor: 24.71% / Parts: 31.75% / Refinish Materials: 12.85% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$2001-\$4000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Shop: Test Freemium / Total Shop Written in dollars: \$2,588.84 / Average Sale in dollars : \$2,588.84 / (Body, Frame & Mechanical Labor: 38.03% / Refinish Labor: 23.00% / Parts: 18.25% / Refinish Materials: 14.47% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$2001-\$4000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Shop: Bob Test SHOP / Total Shop Written in dollars: \$2,740.68 / Average Sale in dollars : \$2,740.68 / (Body, Frame & Mechanical Labor: 39.22% / Refinish Labor: 26.27% / Parts: 14.60% / Refinish Materials: 12.61% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$2001-\$4000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Shop: Test Shop / Total Shop Written in dollars: \$3,930.00 / Average Sale in dollars : \$3,930.00 / (Body, Frame & Mechanical Labor: 30.79% / Refinish Labor: 20.36% / Parts: 38.68% / Refinish Materials: 10.18% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$2001-\$4000	1	1 (100.00%)	1 (100.00%)	1 (100.00%)	1 (100.00%)	1 (100.00%)

Below the black bar the estimate is broken down into each shop in the MSO showing scrubbed estimates by size broken into four categories using the dollar amounts of the gross total (before tax). The report then offers the percentages for the 30,20,10 sales mix. This is displayed in the following manner: count/percentage The count is the number of estimates that hit the target 30,20 10%. The % shown is the percentage of estimates that hit the 30,20,10 targets.

To change Percentages: Click the **Personalize Ratio** button to change the percentages for the MSO reports, change the % and click the **Save** button. This will change and save the percentages for all shops in the MSO. *If a MSO shop needs different percentages it needs to be changed by shop.* To return to the default % open the box and click **Reset** and **Save**.

Make Sales Mix for MSO

Start: 6/10/2016 End: 7/15/2016						
		Create Report	Detail Estimate Information	Printer Friendly Sales Mix Report		
MSO Sales Mix						
Shops Sales Mix for MSO						
Make Sales Mix for MSO						
Make: HOND / (Body, Frame, & Mechanical Labor: 31.61% Refinish Labor: 12.94% / Parts: 40.48% Refinish Materials: 8.16% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$0-\$2000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	1 (100.00%)
\$2001-\$4000	3	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$6001+	5	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Make: FORD / (Body, Frame, & Mechanical Labor: 29.38% Refinish Labor: 15.53% / Parts: 39.90% Refinish Materials: 8.05% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$0-\$2000	3	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$2001-\$4000	7	3 (42.86%)	3 (42.86%)	3 (42.86%)	3 (42.86%)	3 (42.86%)
\$4001-\$6000	1	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
\$6001+	2	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Make: JEEP / (Body, Frame, & Mechanical Labor: 37.28% Refinish Labor: 11.79% / Parts: 43.05% Refinish Materials: 6.24% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$6001+	2	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Make: BUIC / (Body, Frame, & Mechanical Labor: 50.26% Refinish Labor: 20.51% / Parts: 14.66% Refinish Materials: 12.62% as an average against sales dollars)						
Estimate Range	Estimate Count	All in Range (Count/Percentage)	Body, Frame & Mechanical Labor in Range (Count/Percentage)	Refinish Labor in Range (Count/Percentage)	Parts in Range (Count/Percentage)	Refinish Materials in Range (Count/Percentage)
\$6001+	1	0 (0.00%)	0 (0.00%)	1 (100.00%)	0 (0.00%)	0 (0.00%)

Estimate Detail for MSO

Note: Unwanted estimate detail may be deleted by checking the estimate and clicking the "Delete Checked Item" button at the top of the Estimate Detail screen. This will delete it from all Sales Mix Reports

Date = Scrubbed
Estimator

Vehicle = make of vehicle. The digits in parentheses are the last 4 of the VIN for id purposes.
NOTE: The report will only show one estimate per VIN. In the case of supplements a supplement will overlay a scrub from a pre-existing VIN.
Total = total dollar amount of the estimate
Labor/Parts = The percentage of dollars each category represents

Delete Checked Items							
Date	Shop / Estimator	Vehicle	Total	Body, Frame, & Mechanical Labor	Refinish Labor	Parts	Refinish Materials
7/12/2016	Beau /Beau	2011 HOND (7382)	\$16,407.48	26.03%	10.86%	51.60%	7.96%
7/1/2016	Beau /Beau	2012 NISS (7355)	\$1,218.92	12.47%	12.16%	66.45%	7.36%
7/1/2016	Beau /Beau	2015 HYUN (4752)	\$8,823.41	38.86%	11.84%	39.02%	7.11%
7/11/2016	Beau /Beau	2011 Ford (5673)	\$3,930.00	30.79%	20.36%	38.68%	10.18%
6/30/2016	Beau /Bob	2002 Ford (0276)	\$14,160.94	26.15%	8.17%	60.60%	3.18%
6/30/2016	Beau /Bob	2008 Jeep (0909)	\$9,434.55	39.40%	11.32%	42.54%	5.66%
6/30/2016	Beau /Bob	2005 Buick (1777)	\$7,480.66	50.26%	20.51%	14.66%	12.62%
7/1/2016	Beau /Bob	2016 HOND (7620)	\$9,271.02	36.22%	14.08%	41.46%	8.21%
7/6/2016	Beau /BOB S	2015 HOND (2185)	\$3,752.27	18.82%	17.59%	52.55%	13.19%

Section 8-Reports (cont.)

Axalta Paint Materials Report

Create a Cost Tracking Detail Report w/Gram Amounts

Note: A label must be previously created with a RO number

1. Open ColorNet

- a. Select & open the green binder from the tool bar
 - i. A choice screen opens
- b. Click on the + sign for Infinity
 - i. Note this step may already be open
 1. The reports screen fully opens
- c. Scroll down to Costing
 - i. Click Costing to open
 1. The costing screen opens
- d. Select & Open Cost Tracking
 - i. The Cost Tracking Report screen opens
 1. On the right side of the screen
 - a. Select Detail
 - b. Add the date parameters you want to report to cover
 - i. The dates should encompass all paint mixed by RO#'s
 - c. Select Suffix price (MSRP)
 - d. Select All Cost Calculations
- e. Go to the toolbar on top and select Print Preview (green rectangle with yellow dot)
 - i. The Cost Tracking Report opens
 1. Select print
 2. Select your PDF printer
 3. Print as a pdf and store in your estimate claims file

This report is necessary to create the Axalta Paint Materials Report and also to get a **Axalta Refinish Guidelines Less than Base Coat Mixed (See Pg.36)** flag in your review results. We recommend you create and upload this report weekly and scrub all Estimates with an RO number as you do your final billing to insure you capture all Dollars associated with the repair.

Section 8-Reports (cont.)

Axalta Paint Materials Report

This report collects information from scrubbed estimates and the ColorNet summary Detail Report (See Pg.27) to help you control your paint materials expenses. When you scrub an estimate the refinish application hours are recorded in a “Refinish Materials Report”. The report shows in dollars the cost of an overmix over mix (too much paint) and under mix (not enough paint) figures for the refinish. An overmix equates to an un-necessary expense that could be controlled. An under mix equates to a savings/cost on the material mixed to do the job (Possibly making it necessary to remix material and a production delay). To generate this report you must:

1. Log in to enhanced security
 - a. Enter your enhanced ID
 - i. The shop information page is displayed
 - b. Select Reports
 - i. Select the date ranges for the “Paint Materials Report”
 - ii. Select “Paint Materials Report”
 - iii. Click on “Printer Friendly Paint Materials Report”
 - iv. Right click on report to print




NOTE: (Application hours. For reporting purposes Application hours, using the estimates total refinish hours, are broken into base coat and clear coat categories and displayed as application hours , The following refinish items are excluded from the estimates total refinish hours to create application hours: Tint Color, Cover(Car), Mask for overspray, Spray letdown panel, Color(Sand), De(-nib And buff), Prep raw plastic parts, Chip(guard), Feather(prime And block), Panel(Stripping, Corrosion(Protection), (De-wax and degrease), Add flex additive, Painted(Stripes), and Undercoating.

For reporting purposes Application hours, using the estimates total refinish hours, are broken into base coat and clear coat categories and displayed as application hours ,.

Instructions to upload: Go to the black tool bar on the review results page, click Import Data, and browse to select the PDF documents to import. Currently you can import a ColorNet Cost Tracking Summary Report (by date) which can include information for one or more repair orders.

The ColorNet Cost Tracking mixing information will be added to the Paint Materials Report.

Scrubbed estimates with RO numbers and their application refinish and clear coat hours will

automatically be added to the paint materials database. These lines are displayed by a  denoting per the guidelines an overmix or a  denoting an acceptable mix per the guidelines. RO's displayed with no corresponding material hours are estimates that have not been scrubbed or have incorrect RO numbers. Missing estimate lines are displayed with a blue question mark. 

Section 8-Reports (cont.)

Axalta Paint Materials Report(cont.)

8/1/2016 123 2011 Hyundai Elantra	Application Hours ^A 24.6	Oz per Hour Guideline 2	Oz Needed 49.20	Oz Mixed 115.20	Over/ Under 66.00	Cost per Oz \$5.15	Over / Under Opportunity \$339.60	Application Hours 5.2	Oz per Hour Guideline 2	Oz Needed 10.40	Oz Mixed 0.00	Over/ Under -10.40	Cost per Oz \$0.00	Over / Under Opportunity 0
8/1/2016 1234 --	Application Hours ^A --	Oz per Hour Guideline --	Oz Needed --	Oz Mixed 3.00	Over/ Under --	Cost per Oz --	Over / Under Opportunity --	Application Hours --	Oz per Hour Guideline --	Oz Needed --	Oz Mixed 0.00	Over/ Under --	Cost per Oz --	Over / Under Opportunity --
8/1/2016 123456 2005 ACUR TSX	Application Hours ^A 5.7	Oz per Hour Guideline 2	Oz Needed 11.40	Oz Mixed 70.40	Over/ Under 59.00	Cost per Oz \$8.42	Over / Under Opportunity \$496.77	Application Hours 1.2	Oz per Hour Guideline 2	Oz Needed 2.40	Oz Mixed 81.63	Over/ Under 79.23	Cost per Oz \$2.10	Over / Under Opportunity \$166.21

Enhanced Scrubbing using LeanTec and Axalta Information

When repair orders are scrubbed the estimator is prompted to include the fastener/clips identified in the LeanTec Job Detail Report. If the mixed paint identified in the ColorNet Cost Tracking Report exceeds the Axalta usage guidelines the estimator is prompted to check for missing refinish operations. (see Pg.36)

Section 9-Printing as a PDF file

The first thing you need to do is decide how/where you will store the PDF estimate. Some shops have already created a claim file to store it. Some create a folder on the desktop. **The important point is to store the file where you can easily access it.**

There are two ways to create a PDF version of an estimate

1. **Printing PDF Files:** We recommend using **the free version of PrimoPDF.com**. There are two PDF print types, Text and Graphic. The Text PDF type is what EstimateScrubber is able to read. You can tell the difference by trying to highlight a line of print in a PDF file (right click and mouse over the line like you are copying it). If the line highlighted (turns blue) it is a text PDF and will scrub. If the entire page is selected it is a graphic/photo (turns blue) and will not scrub. Print the estimate out of the estimating platform using the PDF program you have chosen, name it and save it to the file you use to store estimate. EstimateScrubber does not recommend using the information providers PDF print programs.

2. **Using an email attachment:** An emailed estimate attachment is a text PDF and will scrub. If you get an outside estimate sent to you as an email attachment it should scrub. You may also use the estimating system to create an email of the estimate as though you are going to send it. After completing the estimate create an email. The email will create an attachment of the estimate. At this point you may copy and paste the attachment into a designated file. You do not need to actually send the file.

From here you are ready to scrub estimates

Section 9-Printing as a PDF file (cont.)



Common reasons estimates do not scrub.

There are a number of things that prevent an estimate from scrubbing.

When this happens you will get the following message:

Your Estimate Did Not Scrub. These are some common reasons it did not scrub.

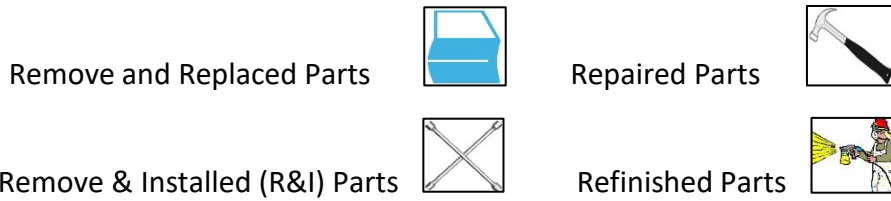
- 1. The PDF printer used to print your estimate is not printing in a text format.**
 - a. To check your PDF printer
 - i. Try highlighting a line of print (like you are cutting and pasting). If an individual line highlights it is a PDF text printer and should scrub your estimate.
 - ii. If you try to highlight a line of print and nothing happens or it highlights the entire estimate it is a graphic format and will not work.
 - iii. We recommend the free version of PrimoPDF (www.primopdf.com)
 - b. You may also create an email instead of printing a PDF
 - i. The email attachment is a text PDF (See Section 9 Pg.29)
- 2. The entire estimate (first to last page) was not converted to a text PDF format.**
 - a. The estimate must carry the estimating providers' information. This is how it identifies which scrubber module to us.
- 3. The estimate is a scanned or fax copy.**
 - a. The estimate must be printed as a PDF directly from the estimating platform
- 4. The document was printed in a format that EstimateScrubber does not recognize.**
 - a. **We currently** only support estimates printed directly from the Audatex, CCC or Mitchell estimating systems. REL
 - i. CCC ONE, Estimates that will scrub are:
 1. Preliminary Estimate or Estimate of Record
 2. Preliminary Supplement or Supplement of Record.
 - b. The following will not scrub in EstimateScrubber
 - i. Estimate printed from
 1. CCC ONE Management System or
 2. Any other Management System.
 - ii. CCC Estimate to Repair is not a complete estimates and will not scrub



Section 10-Consumer Estimate

The Consumer Estimate was created to assist your customers to better understand the damage repair estimate created by your shop for their vehicle. Typically, damage estimates are created using specialized estimating systems that lists repair and paint operations, parts and other operations using highly specialized technical terms.

The Consumer Estimate reflects the information contained in the scrubbed detailed damage estimate. These 4 categories are represented visually by the following icons:



A Consumer Estimate takes all that industry specific jargon and groups' items together in three easy to understand summaries as follows:

1. The Estimate Line Summary groups all the vehicles repairs into 4 sections by line number. The sections are; Replace, Repair, Remove & Install and Refinish.
2. The Overall Damage Summary offers a line by line summary of the major parts damaged on the vehicle along with the icons showing what is being done to the part.
3. The Glossary of Common Accident Repair Terms offers easy to understand definitions of terms used on estimates.

Creating a Consumer Estimate

1. Scrub an Estimate

- a. Select the Consumer Estimate tab
 - i. A full Consumer estimate is created
 1. Note you can select to only show major sections
 - a. Select Major sections only
 2. To Print
 - a. Select "Printer Friendly Consumer Estimate"
 - i. Right click
 - ii. Select Print

Section 11- Collision Parts Source (CPS)

NEW

Collision Parts Source is a “clearing house” for parts. **CPS allows subscribers** to list surplus parts at no cost for 60 day periods. The site also features vendors offering parts at special prices. All scrubber users can view listed parts. Subscribers can list parts. There is no charge for this service.

CPS parts now include OEM Overstock, Scratch and Dent Parts

These parts are offered with special pricing by OEM parts vendors who may have an overstock of parts or a part with minor scratches or damage on it. There is a description of the part damage and photos to view the damage. The part is offered at a discounted wholesale price. When you scrub an estimate a Collision Parts Source notification is automatically displayed if there are parts available for the vehicle.

EstimateScrubber.com and VehicleOwnersGuide.com is not involved in any transaction, does not handle payments, guarantee transactions, provide escrow services, offer "buyer protection" or "seller certification".

CHECK THE INTERNET OR PHONE BOOK TO VERIFY THE NUMBER/ADDRESS IS FROM A BONEFIDE BUSINESS THEN CALL THE CONTACT. IF YOU CAN'T VERIFY THE BUSINESS, PERSON OR PHONE NUMBER WE RECOMMEND YOU DO NOT PURCHASE THE ADVERTISED ITEM.

1. Scrub an Estimate

- a. Click on the Collision parts source link in the review results – or -
Select the ScrubberApps tab
 - i. The ScrubberApps screen opens
 1. The vehicle year, make and model is extracted from the estimate and automatically displayed.
 2. Any parts available are shown
 - a. Shop listed parts on left side of screen
 - i. Contact shop if interested
 - b. Scratch & Dent parts on right side screen
 - i. Click on part offer to open the detail screen which contains a description, price and photos
 - ii. To order or contact vendor add a check on the part description page and click the “Email Checked Parts Vendors orange button at the top of the screen with your inquiry
 - ii. If you want to view all the available parts for any make and model
 1. Select the make and model from the “View Available Parts” dropdown box
 2. Click Go

Section 11- Collision Parts Source (CPS) (cont.)

EstimateScrubber.com and VehicleOwnersGuide.com is not involved in any transaction, does not handle payments, guarantee transactions, provide escrow services, offer "buyer protection" or "seller certification".

CHECK THE INTERNET OR PHONE BOOK TO VERIFY THE NUMBER/ADDRESS IS FROM A BONEFIDE BUSINESS THEN CALL THE CONTACT. IF YOU CAN'T VERIFY THE BUSINESS, PERSON OR PHONE NUMBER WE RECOMMEND YOU DO NOT PURCHASE THE ADVERTISED ITEM.

1. To Post, Edit, or Delete (CPS) Parts

a. Click Login/Manage Account

- i. Enter your Enhanced Security Password
- ii. You will see the Shop Information screen

Note: Only registered users can list parts.

Parts are removed 30 days from listing unless you select the re-listing option.

b. Select List Parts for Sale/Exchange from the black toolbar

- i. A Sell/Exchange Parts screen will open
 1. Manage Listed Parts (default setting) Tab opens
 - a. From this screen you can:
 - i. Delete parts
 1. Select (add check mark) to the part to be deleted
 2. Click Delete Checked Item button
 - ii. Edit Parts
 1. Select (add a check mark) to the part to be edited
 2. Make changes to part
 3. Click "Save Changes" button
 - iii. Relist parts
 1. Select (add a check mark) the part to be re-listed
 2. Click "Re-list Part" button
 2. To list parts for sale
 - a. Select the "List Parts" Tab
 - b. Select Year Make & Model from the dropdown list
 - c. Select Body Type from the dropdown list
 - d. Select the type of part from the dropdown list
 - e. Add a brief description of what you are listing
 - i. Example: LKQ clean r/f headlamp
 - f. Add your price or what you would trade for
 - g. Click submit part
 - c. Part will be listed for 30 days

Section 12-Multi Shop Organizations (MSO)

To create an MSO account you must contact our EstimateScrubber Customer Care Department using the **Contact Us/Support** link found on black tool bar on the home page or email beau@estimatescrubber.com or sales@estimatescrubber.com directly with a list of shops that are in the MSO. We will create the MSO organization and notify you it has been created along with the MSO ID and Password. When the account is set up you may do the following:

1. View a consolidated MSO Estimate usage report by estimator
2. Create and share profiles with all the shops in the MSO

To create a consolidated MSO usage report by estimator you must first personalize all the computers in your shop that are used to scrub estimates.

To personalize your computers

1. Personalize your Work Station (See Pg.9)

To Create a Consolidated MSO Estimator Usage Report

1. Click on **Login/Manage Account** in the black tool bar on the home page
 - a. The yellow login screen opens
 - i. Click the link **MSO Administration** (Top of form)
 1. Enter MSO ID and Password
 - a. Accept terms
 - b. Click the **login** button
 - c. A “Select Shop” screen appears
 2. Click on **Reports** in the black tool bar
 - a. A “Reports” screen opens
 - b. Click on Estimator usage reports
 - c. Select the reporting date ranges
 - d. Click the “**Create Report**” button
 - i. To print click the “**Printer Friendly Usage Report**” link
 - ii. Right click on the usage report to print

Section 12-Multi Shop Organizations (MSO) (Cont.)



Share Profiles with Other Shops in MSO's

PLEASE NOTE: In order to share profiles one shop must create the profiles. It is recommended that one shop take the lead in creating the profiles and share them with the other shops in the MSO organization. You can create one complete profile and use the "Clone" feature to rename it and modify it to accommodate other accounts. This prevents having to create completely new profiles over and over again.

2. Click on **Login/Manage Account** in the black tool bar on the home page
 - a. The yellow login screen opens
 - i. Click the link **MSO Administration** (Top of form)
 1. Enter MSO ID and Password
 - a. Accept terms
 - b. Click the **login** button
 - c. A "Select Shop" screen appears
 - ii. **Step 1** "Please Select a Shop" dropdown list select the shop with the profiles to be shared
 1. This dropdown list shows all the shops in the MSO
 2. Select shop
 3. **Step2** Click "Get Shop Profiles to Share"
 4. A "Select Profiles to Transfer" screen opens
 5. **Step 3** Select & add Check to the profiles to share (left side of screen)
 6. **Step 4** Select & add check to the shops receiving profiles (right side of screen)
 7. **Step 5** Click the "Copy Checked Profiles to Checked Shops" button
 - a. You will see a message "The selected profiles were shared with other selected facilities"

Section 13-Enhanced Scrubbing - Data Exchange

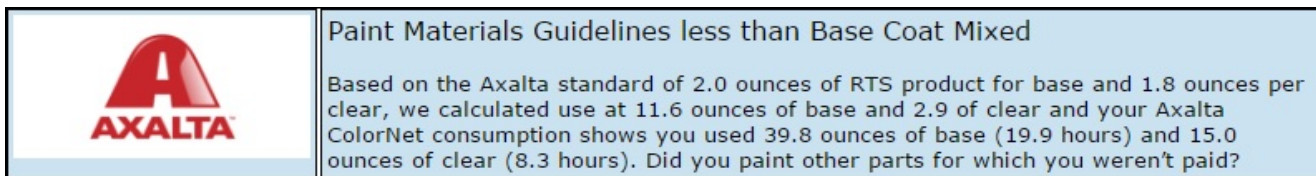
Data exchange allows you to upload/download data from/to other sources. An example of this is the ability to upload paint mix information from Axalta and clip and fastener information LeanTec. This upload allows EstimateScrubber to match, by RO number their information with your scrubbed estimates, set flags suggesting you to add the cost of the products in your estimates. This requires an upload of the information on a set basis before final billing is submitted. Each upload is done by a date range that you create. When there is a match you will see the following flags

	<p>Repair Order Clips and Fasteners</p> <p>A LeanTec Job Detail Report with clips and fasteners (\$28.75) was found. Are all these fasteners and clips included on the final repair order?</p>
	<p>Paint Materials Guidelines less than Base Coat Mixed</p> <p>Based on the Axalta standard of 2.0 ounces of RTS product for base and 1.8 ounces per clear, we calculated use at 11.6 ounces of base and 2.9 of clear and your Axalta ColorNet consumption shows you used 39.8 ounces of base (19.9 hours) and 15.0 ounces of clear (8.3 hours). Did you paint other parts for which you weren't paid?</p>

If you use either of these companies' products and would like to participate you can go to the Black Tool Bar on the welcome page select Shop Information and add check marks to **Review R.O.'s Against LeanTec Inventory Usage** and **Review R.O.'s Against Axalta Base/Clear Usage** or contact us through the **Contact Us/Support** link on the Home Page

Section 13-Enhanced Scrubbing using Axalta Information

If your shop uses Axalta Refinish products and ColorNet you may receive a **Axalta Refinish Guidelines Less than Base Coat Mixed** flag. Using the scrubbed estimate and by uploading the **ColorNet Cost Tracking Summary Detail Report** (see Pg. 36) the number of refinish application hours is compared to the actual paint mixed. If more paint was mixed than the application hours required, using the Axalta guidelines, you will receive the flag message appearing below. If you receive this message you may want to check for missing refinish opportunities in the estimate or an over mix of paint. A paint overmix indicates waste and monies lost.

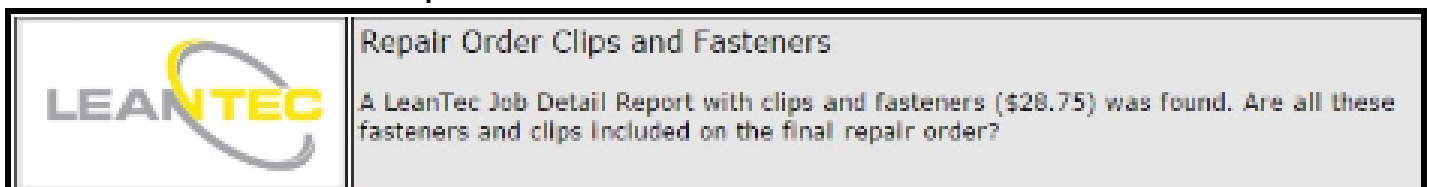


To receive this flag requires that the scrubbed estimate and a PDF copy of the **detail report**. They must have matching RO numbers.

1. To **create** the ColorNet Cost Tracking Summary Detail Report (see Pg. 26)
2. To **upload** the ColorNet Cost Tracking Summary Detail Report
 - a. Using the black tool bar Login
 - b. From the black tool bar select **Data Exchange**
 - c. If **Data Exchange** is greyed out you may have to enter enhanced security to enable the link
 1. You will see a page titled **Data Exchange**
 2. Click on **Import ColorNet/ LeanTec Documents** button
 - a. Browse (Select file) to find file
 - b. The file name will appear in the window
 - c. Click **upload** if correct file
 - i. Click **remove** if incorrect

Section 13-Enhanced Scrubbing using LeanTec Information

If your shop uses LeanTec supply cabinets you may receive a **Repair Order Clips and Fasteners flag**. Using the scrubbed estimate and by uploading the **LeanTec Usage Report** (see Pg. 36) the number of clips, fasteners and other related items is compared to scrubbed estimate. If clips, fasteners and other related items are found in the usage report and not on the estimate the estimator will receive the flag message appearing below. If you receive this message you may want to check for missing clips, fasteners and other related items in the estimate. You can import Job Detail Reports from the LeanTec Inventory Solutions Prophet-C system. Simply print and upload the Job Detail Report. Clips and other fastening costs for individual repair orders will be added to the fasteners database



To receive this flag requires that the scrubbed estimate and a PDF copy of the **LeanTec usage report**. They must have matching RO numbers.

1. To **create** the Usage Report (see Pg. 38)
2. To **upload** the **LeanTec Usage Report**
 - a. Using the black tool bar Login
 - b. From the black tool bar select **Data Exchange**
 - c. If **Data Exchange** is greyed out you may have to enter enhanced security to enable the link
 1. You will see a page titled **Data Exchange**
 2. Click on **Import ColorNet/ LeanTec Documents**
 - a. Browse (Select file) to find file
 - b. The file name will appear in the window
 - c. Click **upload** if correct file
 - i. Click **remove** if incorrect

Have Questions or Need help?

- Use the EstimateScrubber Contact Us link on the Home Page
- Use the Report Scrubbing Issue on the Results Page
- Email - Sales@estimatescrubber.com
- Text / Call Beau Brandon @ 619 518 4798
- Call Bob Sandkaut @ 858 206 2020



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