

Estimate Request

Welcome to Estimate Request

Estimate Request is a web-based application that allows the user to enter estimate requests over the Internet. There are several steps to creating estimate requests:

Step 1: Submit estimate request

Step 2: Price and approve estimate request

Step 3: Generate work order to begin the work from the estimate

Step 1: Submit estimate request

Estimate requests may be submitted through SiteNet™ Estimate or Estimate Request.

Step 2: Price and approve estimate request

With the proper security, you can view details, price the estimate, make changes, and update the status of the estimate request using SiteNet™ Estimate.

Step 3: Generate work order

With the proper security, you can generate a work order for the estimate to be done using SiteNet™ Work Order.



Once an estimate is requested through Estimate Request, the status and details can be viewed by running an Estimate Report. For more information on using Estimate Report, refer to Creating an Estimate Report.

Using Estimate Request

Entering New Requests

Estimate Request is used to enter requests for estimates. To submit an estimate request, you must know the location for which you need the estimate, the date you want the work done, and a description of the work to be done.

If you have the proper security rights, you can enter a new estimate request. You must be in one of the following groups in order to enter a new estimate request:

- Snerl-guest
- Snerl-user
- Snerl-admin
- Snsystemadmins

Entering a new estimate request

The screenshot shows a web form titled "New Estimate Requests". It has several input fields: "Location" with the value "CCSD, Centerville Parcel"; "Requested By" with the value "Meri Linn Emerson"; "Requested Completion Date" with the value "8/9/99"; "Budget Code" with a dropdown menu showing "064875-912-General Maintenance"; and "Description" with the text "Request to have padding put on the gymnasium walls." There is also a section for "New Item" with a "[1]" indicator.

1. Select the **Location** for the request from the drop-down box.
2. Enter the name of the person who is requesting the estimate in **Requested By**.
3. Enter the **Requested Completion Date**. The date defaults to the current date.
4. Select a **Budget Code** from the drop-down box. If you intend to submit the request as a work order, you must enter a Budget Code to continue.
5. Enter a **Description** for the request.
6. Repeat steps 3 through 5 to enter additional requests.

7. Click **Save All** to submit the estimate request. The View Estimate Request screen appears.

View Estimate Request		Click Show More button to see additional information
Location	CCSD, Centerville Parcel	
Requested By	Meri Linn Emerson	
Request ID	12	
Status	Submitted	
Requested Completion Date	8/9/99	
Budget Code	064875-912-General Maintenance	
Description	Request to have padding put on the gymnasium walls.	
Action Taken	[blank]	
Estimated Cost	[blank]	
Related Work Order(s)	None	
<input type="button" value="Edit"/>	<input type="button" value="Submit as Work Request"/>	<input type="button" value="Show More"/>
<input type="button" value="Process"/>	<input type="button" value="New Request"/>	

8. Click **Edit** to make changes to your estimate request. Click **Submit as Work Request** to submit your estimate request. If you want more information about the request, click Show More. Clicking **Process** brings up Estimate Request, where your estimate request can be viewed, edited, and changed with the proper security rights. Click **New Request** to enter a new estimate request.

Making changes to your estimate request

1. Review the information in the View Estimate Request screen. Clicking **Process** brings up the Estimate Request Form. Internet Explorer 4.0 is required to use the application.
2. If there are errors, click **Edit** to correct the information, then **Save** to save the request.
3. Click **Show More** to view detailed information about the request.