How to Submit an Estimate Request MGC

1. Select "Manage Estimate Requests" from menu

SRLandingPage



Core Res	search@Duke cores -	Estimate Management 🔻	Projects 👻 Request For Se
Estimate List			
🕂 Add New 📢 Ed t	List Control 👻 🏂 Submit for Consult	ation 📓 Preview Estimate	Other Tasks 🔻
Search	Q Search By Query	C Show Advanced	Search

2. Click "Add New"

CoreResearch@Duke Cores - Estimate Management - Projects - Request For Service - Resource Reservat

Add New Estimate Details

New

📑 Return 🗸 Submit for Consultation

Estimate External User Contact

Estimate ID *	(Auto)		
Description			
Core *		9	
Core Name			
PI		PI Full Name	
Requestor *	0541694	Requestor Full Name	
Requestor Email Address		Requestor Phone Number	
Membership *		Affiliation	
Estimate Amount (\$)		Estimate Status	Initial
Services Requested			
Core Summary			

3. Fill out all yellow fields plus a brief description of service requested.



Add New Estimate Details



Estimate ID * (Auto) Description 2 Core * Core Name PI Full Name ΡI Requestor * 0541694 **Requestor Full Name** Requestor Email Address Requestor Phone Number Affiliation 7 Membership * Estimate Amount (\$) Estimate Status Initial Services Requested Core Summary

6. When you are finished filling out all required fields, click save.

Add Nev	v Estimate Details		
📊 Save	🛉 Add New 📑 Return	🚨 Submit for Consultation	
Estimate	External User Contact		

Estimate ID *	(Auto)		
Description			
Core *			
Core Name		•	
PI		PI Full Name	
Requestor *	0541694	Requestor Full Name	
Requestor Email Address		Requestor Phone Number	
Membership *		Affiliation	ľ
Estimate Amount (\$)		Estimate Status	Initial
Services Requested			
Core Summary			

7. After saving, click on "Submit for Consultation"