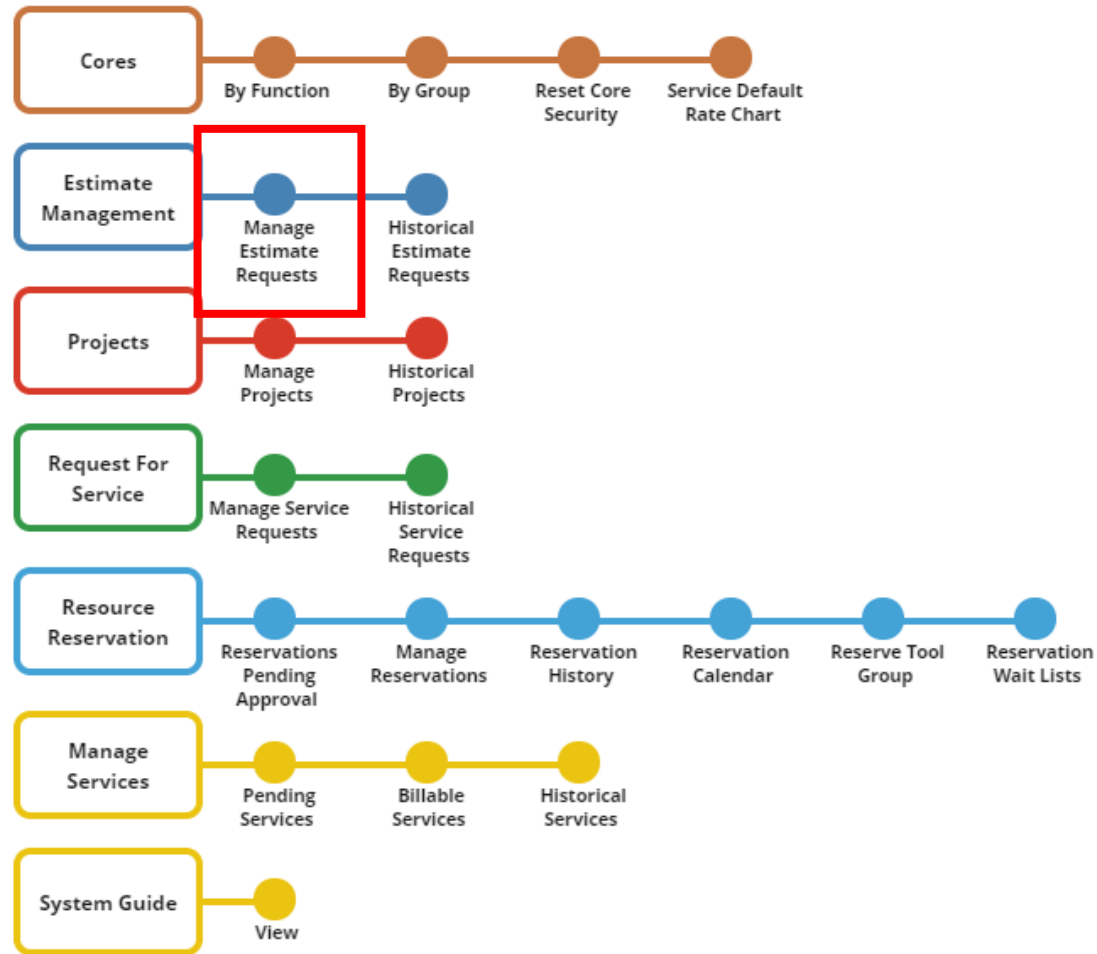



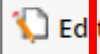
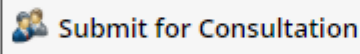
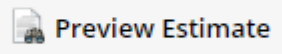
# How to Submit an Estimate Request MGC


1. Select “Manage Estimate Requests” from menu

SRLandingPage







Estimate List

  List Control ▾   Other Tasks ▾





Search   Search By Query   [Show Advanced Search](#)

2. Click “Add New”

Add New Estimate Details

 Save
 Add New
 Return
 Submit for Consultation

Estimate
External User Contact

Estimate ID *	<input style="background-color: yellow;" type="text" value="(Auto)"/>		
Description	<input type="text"/>		
Core *	<input style="background-color: yellow;" type="text"/>		
Core Name			
PI	<input type="text"/>		PI Full Name
Requestor *	<input style="background-color: yellow;" type="text" value="0541694"/>	Requestor Full Name	
Requestor Email Address			Requestor Phone Number
Membership *	<input style="background-color: yellow;" type="text"/>		Affiliation <input style="width: 150px;" type="text"/> 
Estimate Amount (\$)		Estimate Status	Initial
Services Requested	<div style="border: 1px solid gray; height: 100px;"></div>		
Core Summary	<div style="border: 1px solid gray; height: 100px;"></div>		

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

Add New 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
Estimate Amount (\$)		Estimate Status
		Initial
Services Requested		
Core Summary		

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

Add New Estimate Details

Save Add New Return Submit for Consultation

Estimate External User Contact

Estimate ID *	(Auto)		
Description	<input type="text"/>		
Core *	<input type="text"/>		
Core Name	<input type="text"/>		
PI	<input type="text"/>		PI Full Name
Requestor *	0541694	Requestor Full Name	
Requestor Email Address		Requestor Phone Number	
Membership *	<input type="text"/>		Affiliation <input type="text"/>
Estimate Amount (\$)		Estimate Status	Initial
Services Requested	<input type="text"/>		
Core Summary	<input type="text"/>		

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