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## USER GUIDE

**Step 1.** Locate your PDF\* estimate. (\*Must be a digital PDF file exported/saved from an estimating platform, **scanned/manipulated PDFs will NOT work.**)

**Step 2.** Save the PDF to your workstation. (Note: best practice – create a folder named “estimates to re-key” on your desktop.)

### ***Important, please note:***

*“AERK” does not copy/match the Labor Rates & Taxes. Every shop has different labor rates and taxes based on many variables, Tax Profiles, User Settings, etc...  
The estimator should review these before committing the estimate.*

*At the end of the re-key process AERK will generate a paid, time stamped and dated PDF invoice for \$15 that can be saved and used to seek reimbursement for services rendered.*

### **- Proceed to the following steps based on the estimating system you are using -**

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## Mitchell Estimating Cloud (MEC) / Mitchell Connect

1. Open the AERK program.
2. In AERK, select the "*Into MEC*" tab.
3. Enter your Mitchell Estimating Cloud user name and password information into the appropriate fields.
4. Choose entry method (new or existing work file - see drop-down).
  - a) If *New Work file* is selected AERK will open MEC in a new window, create a New Job in MEC and copy/match the PDF estimate accordingly.
  - b) If *Into Existing Work file* is selected: Once you have selected the PDF (step 5) AERK will then open MEC in a new window and prompt you to select the existing job you would like to go into. Select desired Estimate and click Continue. AERK will delete all current repair lines in the selected estimate and will proceed to copy/match the entire PDF estimate into the selected job.
5. Select the "*Choose PDF*" button & select your previously saved PDF file. (\*Must be a digital file, scanned PDFs will NOT work)
6. AERK will open Mitchell Estimating Cloud & copy/match the estimate into Mitchell Estimating Cloud.

**- A notification window will open when AERK is finished -**

### Please note:

- When using Mitchell Estimating Cloud, you can continue to use your workstation while the estimate re-keys in the background.
- You will need to adjust your Labor Rates & Taxes to match the estimate.
- If the estimate was originally written in Audatex, you will need to compensate for "Feather Edge Prime & Block" Material Cost on a separate line as Audatex combines Feather Edge Prime & Block labor with Refinish Labor but pays different material rates on each.





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### **Mitchell UltraMate:**

1. Open the AERK program.
2. Open Mitchell UltraMate to the default home screen.
3. In AERK, select the "*Into UltraMate*" tab.
4. Choose entry method (new or existing work file - see drop-down)
  - a. If *New Work file* is selected: AERK will create a New Estimate in UltraMate and Copy/Match the PDF estimate accordingly.
  - b. If "*Into Existing Work file*" is selected: Select/Open the Estimate in UltraMate. (AERK will delete all current repair lines in the selected estimate and will proceed to copy/match the entire PDF estimate into the selected estimate.)
5. Select the "*Choose PDF*" button & select your previously saved PDF file. (\*Must be a digital file, scanned PDFs will NOT work)
6. AERK will copy/match the estimate into Mitchell UltraMate.

**- A notification window will open when AERK is finished -**

#### **Please note:**

- Do not use this workstation while AERK is running
- You will need to adjust your Labor Rates & Taxes to match the estimate.
- If the estimate was originally written in Audatex, you will need to compensate for "Feather Edge Prime & Block" Material Cost on a separate line as Audatex combines Feather Edge Prime & Block labor with Refinish Labor but pays different material rates on each.





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### CCC One:

1. Open the AERK program.
2. Open CCC One to the default home page.
3. In AERK, select the "Into CCC" tab.
4. Choose entry method. (New or existing work file - see drop-down)
  - a. If choosing Into *New Work file*: AERK will create a New Work file in CCC and Copy/Match the PDF Estimate accordingly.
  - b. If choosing *Into Existing Work file* then make sure you have only that work file opened before choosing the PDF. AERK will delete all current Repair lines in the selected work file and will proceed to copy/match the entire PDF estimate into the selected Work file.
5. Select the "Choose PDF" button & select your previously saved PDF file. (\*Must be a digital file, scanned PDFs will NOT work)
6. AERK will copy/match the estimate into CCC One.

**- A notification window will open when AERK is finished -**

#### Please note:

- Do not use this workstation while AERK is running
- You will need to adjust your Labor Rates & Taxes to match the estimate.
- If the estimate was originally written in Audatex, you will need to compensate for "Feather Edge Prime & Block" Material Cost on a separate line as Audatex combines Feather Edge Prime & Block labor with Refinish Labor but pays different material rates on each.
- If the estimate was originally written in Mitchell, you will have double paint material costs as Mitchell puts paint materials as an actual repair line operation in the estimate. (You will either need to zero out the paint material rate in your profile or delete the paint material line out of your estimate.)





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### **Audatex:**

1. Open the AERK program.
2. In AERK, select the "*Into Audatex*" tab.
3. Enter your Audatex user name and password information into the appropriate fields.
4. Choose entry method (new or existing work file - see drop-down).
  1. If choosing Into *New Work file*: AERK will create a New Estimate in Audatex and Copy/Match the PDF Estimate accordingly.
  2. If choosing *Into Existing Work file*: Once you have selected the PDF (step 5) AERK will then open Audatex in a new window and prompt you to select the existing estimate you would like to go into. Select desired Estimate and click Continue. AERK will delete all current Repair lines in the selected estimate and will proceed to copy/match the entire PDF estimate into the selected estimate.
5. Click the "**Choose PDF**" button & select your previously saved PDF file. (\*Must be a digital file, scanned PDFs will NOT work)
6. AERK will open Audatex & copy/match the estimate into Audatex.

**- A notification window will open when AERK is finished -**

Please note:

- Do not use this workstation while AERK is running.
- You will need to adjust your Labor Rates & Taxes to match the estimate.
- If the estimate was originally written in Mitchell, you will have double paint material costs as Mitchell puts paint materials as an actual repair line operation in the estimate. (You will need either to zero out the paint material rate in your profile or delete the paint material line out of your estimate.)

