

Training Guide Repairers



GT Global: Claims Management Platform

GT Motive | v21.3

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GT Global

Access

To access **GT GLOBAL** enter the following site address in your browser <https://gtglobal.eu>

The **Username** and **Password** will be provided individually to each User.



gt global

User

Password

[FORGOT YOUR PASSWORD?](#)

[Log in](#)

gt motive
a related partner company

System Requirements
© Copyright 2020 GT Motive. All rights reserved.

Version 5.24.7629.18016

To help solve any doubts or issues regarding GT GLOBAL contact our [Help Desk Service](#), the details of which are as follows:

Support Hotline: (+44) 0333 0065 401

Support E-mail: servicedesk@gtmotive-support.co.uk

Monday to Friday from 8 a.m. to 5 p.m. and Saturdays from 8 a.m. to 12:30 p.m.

Other Support Resources are available in: <https://gtmotive-support.co.uk/>



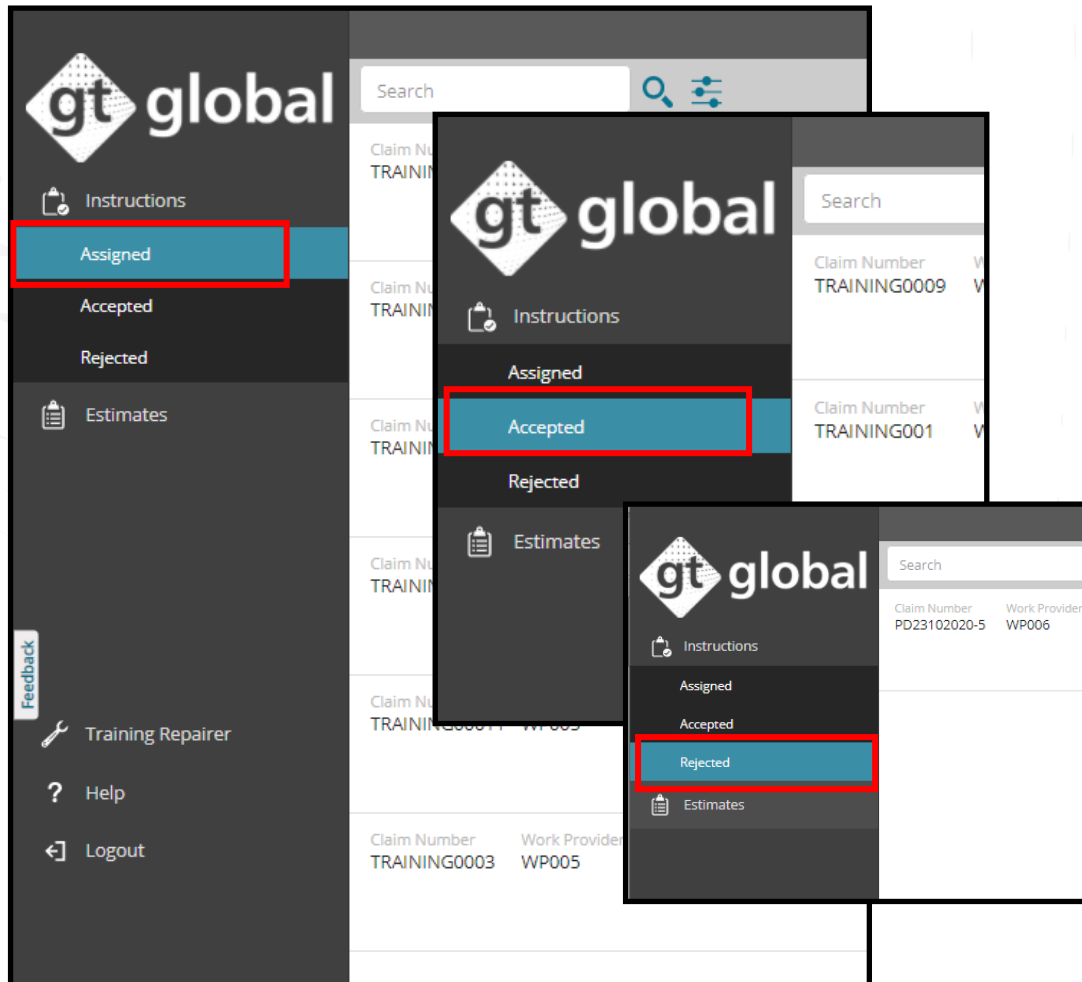
GT Global

The Home Page

General Overview – Instructions Grid

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When you access **GT GLOBAL**, the “Instructions Grid” will open, where you’ll see all the “Instructions” that have been assigned to you. As each Instruction progresses, it will be transferred to a different area or subsection:



The **Instructions Grid** contains the following subsections:

Assigned: New Instructions that have been assigned to you.

Accepted: Those Instructions that you have accepted.

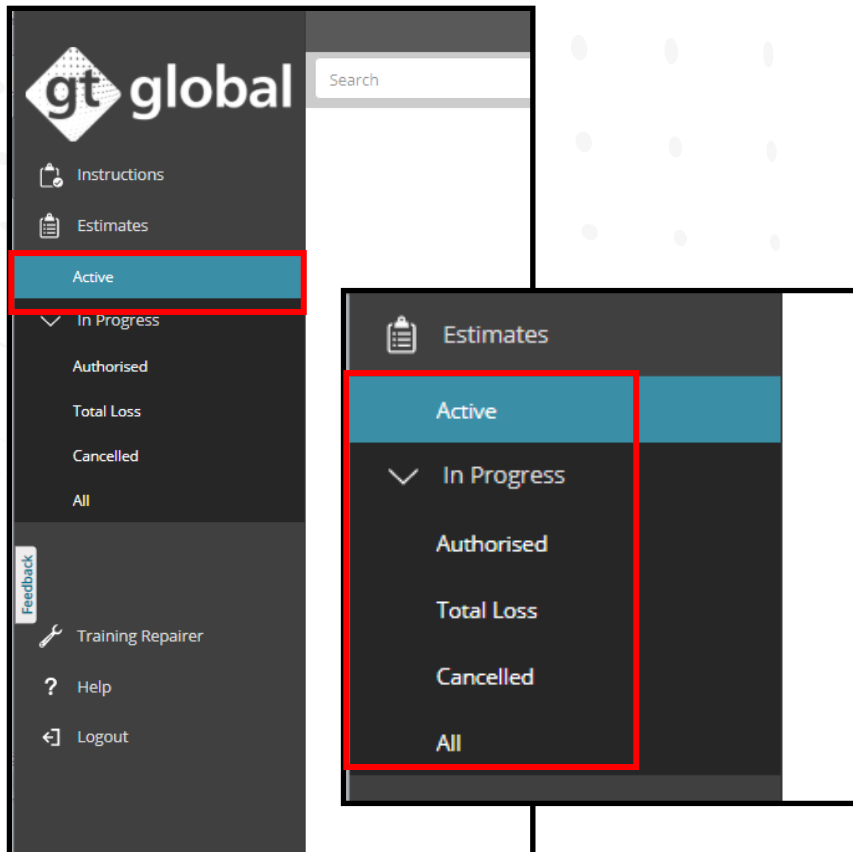
Rejected: Instructions that for whatever reason you have decided to reject.

General Overview – Estimates Grid (Part 1)

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When you access the “**Estimates Grid**”, you will be able to see all your “**Estimates**” (Jobs) that you are currently working on.

The **Estimates Grid** is sub-divided into the following categories depending on the status of the Job. As the Job progresses, it will be transferred to a different area accordingly:



Active: All those jobs that you have accepted, but have not yet started working on.

In Progress: Those jobs that you have started working with.

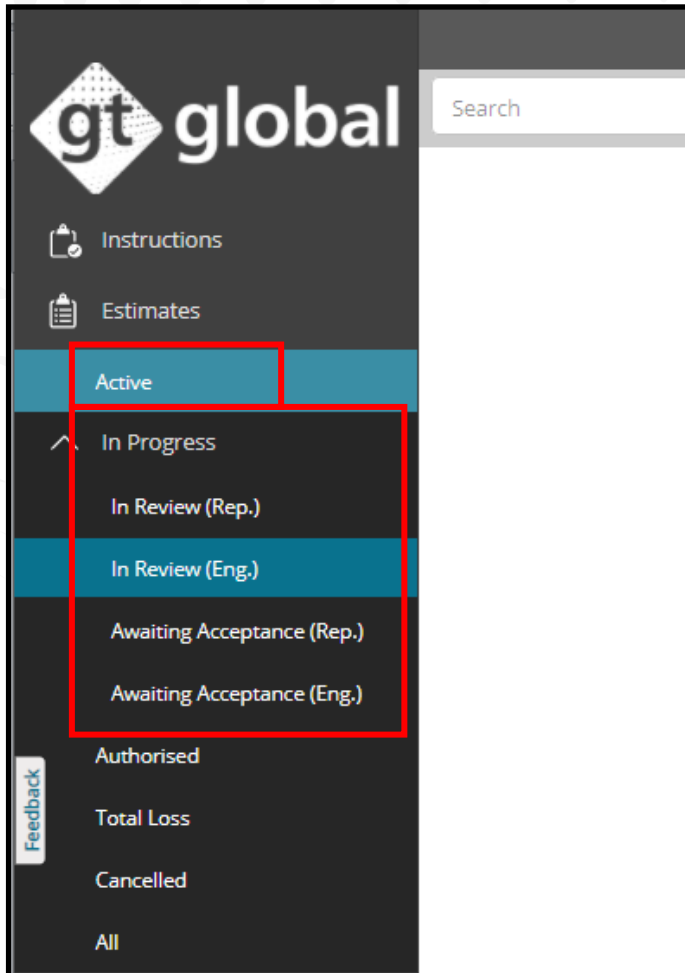
Authorised: Jobs that have been authorised.

Total Loss: Those jobs that have been declared a total loss.

Cancelled: Those jobs that have been cancelled.

All Jobs: In this section you can see all your ongoing jobs regardless of their status.

In the “**In Progress**” section of the “**Estimates Grid**”, you will find the following sub-sections:



In Review (Repairer): Those jobs that the Repairer is currently working on (At this point the Engineer will not be able to work on the Job).

In Review (Engineer): Those jobs that the Engineer is currently working on. You have sent the Job to the Engineer and he/she has opened the estimate to review and/or make changes (At this point the Repairer will not be able to work on the Job).

Awaiting Acceptance (Repairer): Those jobs that have been returned to you by the Engineer. The Job is in waiting for you to accept or modify.

Awaiting Acceptance (Engineer): Those jobs that you have sent to the Engineer. The Job is in waiting for the Engineer to accept/approve or modify.

In both the [Instructions](#) and [Estimates Grid](#) you can make use of the [Search and Sort function](#).

Introduce any parameter found in the claim line (E.g.: [Name](#), [Insurance Company](#), [Work Provider](#), [Make](#) or [Model of the vehicle](#), etc...), and those jobs containing that parameter will be filtered on the screen:

The screenshot displays the GT Global interface. On the left is a sidebar with navigation options: Instructions, Assigned, Accepted, Rejected, and Estimates. The main area shows a table of claim data with columns: Claim Number, Work Provider, Company, Policyholder, Registration Numl, Repairer, Excess, and Date Created / Modifi. A search bar is located at the top left of the table area, and a 'Sort by' dropdown menu is at the top right. The 'Sort by' dropdown is open, showing options: Make, Model, Registration Num..., Repairer, Excess, Modified, and Inspection Date. The 'Repairer' option is highlighted. A red arrow points from the 'Sort by' dropdown to the 'Repairer' option in the inset.

Claim Number	Work Provider	Company	Policyholder	Registration Numl	Repairer	Excess	Date Created / Modifi
TRAINING00011	WP005	GT Motive Ins	MARK HAMIL		Training Rep...	£150.00	16/11/2020, 07:50.
							Inspection Date 18/11/2020, 12:...
TRAINING00011	WP005	GT Motive Ins	FRP		Training Rep...	£150.00	16/11/2020, 07:48.
							Inspection Date 18/11/2020, 12:...

Also, choose a parameter from the drop down "[Sort by](#)" menu by which you wish to sort the list and click on the "[Sort](#)" icon to change from an ascending or descending order of view.

Applying a Filter to the Jobs View

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In both the [Instructions](#) and [Estimates Grid](#) you can make use of the [Filters function](#).

Click on the [Filters](#) icon and you can apply any number of filters to your list to only view those jobs that you require. Once you've selected the necessary filters, click on "[Apply Filters](#)":

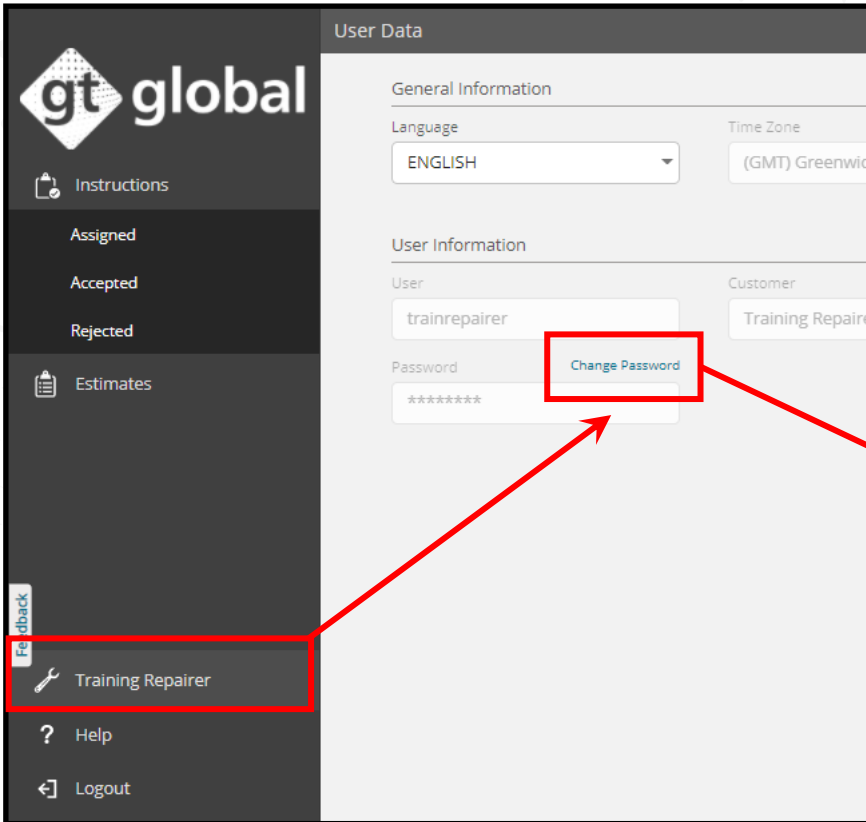
Click on the [Filters](#) icon to open and close the filters management area..

The screenshot displays the GT Global web application interface. On the left is a dark sidebar with the 'gt global' logo and a list of menu items: Instructions, Estimates, Active, In Progress, Authorised, Total Loss, and Cancelled. The main content area has a light grey header with a search bar, a 'Filters' icon (a blue square with a white filter symbol) highlighted by a red box and a blue arrow, and a 'Sort by' dropdown set to 'Modified'. Below the header is a grid of filter fields, also outlined in red, including text inputs for Claim Number, Company, Work Provider, Date Created, and Modified Date; dropdown menus for Make, Model, TL Indicator, Compliance, Status, and Able to Authorise; and text inputs for Registration Number, Gross Total, Eng. Company, Managed By, and Claim Id. At the bottom right of the filter grid are two buttons: 'Clear Filters' and 'App Filter'. Below the filter grid is a table header with columns: Claim Number, Work Provider, Eng. Company, Registration Number, Gross Total, Status/Reason, Managed By, Repairer, and Date Created / Modified.

Change Password

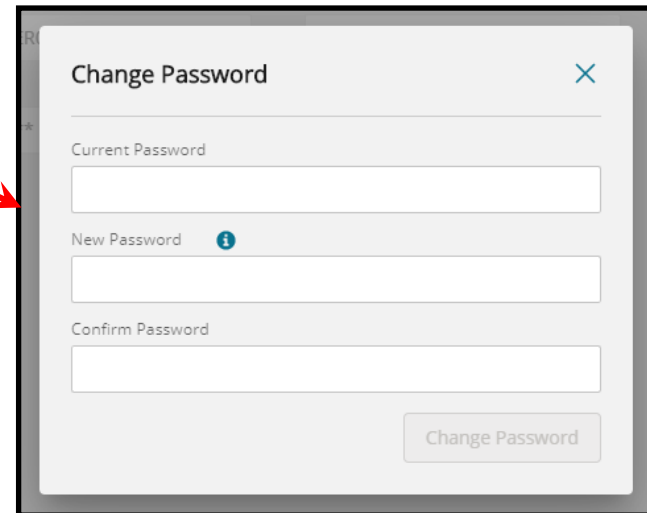
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If you wish to [change your password](#), go to your [User Information](#) area of the Home Page and click on “[Change Password](#)”:



The screenshot shows the 'gt global' user interface. On the left is a dark sidebar with navigation links: 'Instructions', 'Assigned', 'Accepted', 'Rejected', 'Estimates', 'Feedback', 'Training Repairer' (highlighted with a red box), 'Help', and 'Logout'. The main content area is titled 'User Data' and contains two sections: 'General Information' with 'Language' (set to ENGLISH) and 'Time Zone' (set to GMT Greenwich); and 'User Information' with 'User' (trainrepaire), 'Customer' (Training Repaire), and 'Password' (masked with asterisks). A red box highlights the 'Change Password' link next to the password field, with a red arrow pointing from this box to the 'Change Password' pop-up window on the right.

A pop-up window will appear where you'll be required to introduce your [current password](#), your [new password](#) and [confirm](#):



The screenshot shows a 'Change Password' pop-up window. It has a title bar with a close button (X). The window contains three input fields: 'Current Password', 'New Password' (with an information icon), and 'Confirm Password'. A 'Change Password' button is located at the bottom right of the form.



GT Global

The Instruction Phase

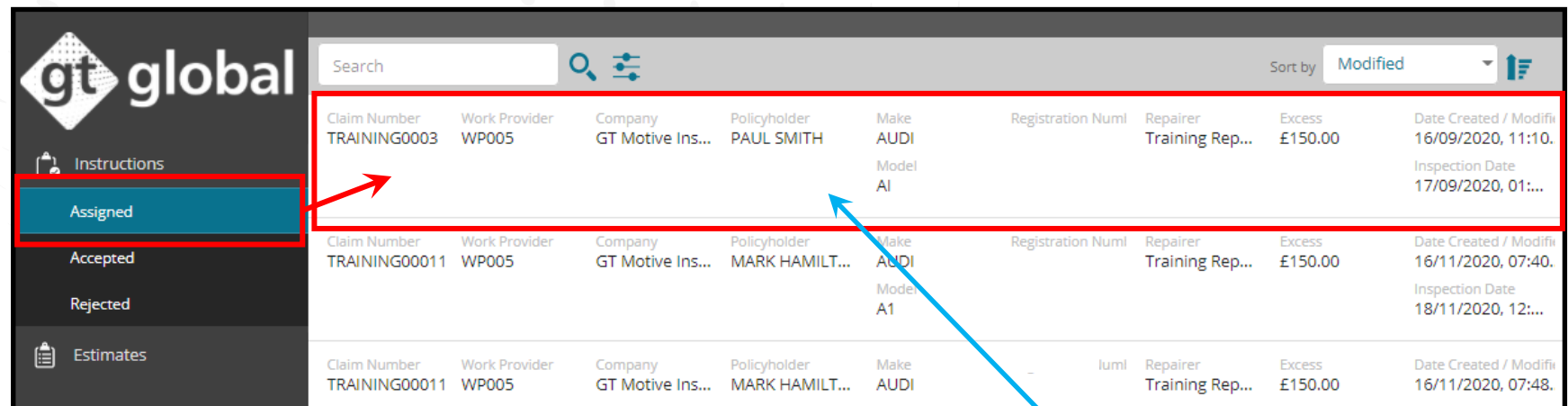
A New Instruction **has been Assigned to you**

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The “**Instruction Phase**” is the initial phase when a new job that has been assigned to you by the Work Provider.

All new jobs that will be assigned to you can be seen in the **Assigned** area of the **Instructions Grid**.

Each new Instruction is represented on a line with information regarding the **Claim Number**, **Work Provider**, **Company**, **Policyholder**, **Make & Model** of the vehicle, **Registration Numl**, **Repairer**, the **Excess** and the **Creation Date and Vehicle Inspection Date**:



Claim Number	Work Provider	Company	Policyholder	Make	Model	Registration Numl	Repairer	Excess	Date Created / Modifi
TRAINING0003	WP005	GT Motive Ins...	PAUL SMITH	AUDI	A1		Training Rep...	£150.00	16/09/2020, 11:10. Inspection Date 17/09/2020, 01:...
TRAINING00011	WP005	GT Motive Ins...	MARK HAMILT...	AUDI	A1		Training Rep...	£150.00	16/11/2020, 07:40. Inspection Date 18/11/2020, 12:...
TRAINING00011	WP005	GT Motive Ins...	MARK HAMILT...	AUDI		luml	Training Rep...	£150.00	16/11/2020, 07:48.

Double click on the Instruction line to open the Instruction.

Reviewing the Instruction Information (Part 1)

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Inside each **Instruction** you will find a view based on "**Cards**" for each of the key areas needed to manage each Job.

At this stage **you have to determine whether you will accept or reject the Job**. In order to make this decision you should open the various cards regarding the **Insured/Policyholder**, the **Vehicle** and the **Claim** to obtain all the necessary information:

gt global

PAUL SMITH | AUDI A1 | TRAINING0000001

Claim Id: 6661

Instructions Instruction Information

PAUL SMITH
AUDI A1
Training Repairer

Summary

Policyholder

Insured
PAUL SMITH
Address
MAIN STREET 345GRY MAIN TOWN
Contact
123413 / PAULSMITH@GTMOTIVE.CO.UK
VAT Registered
No

VAT Portion Payable
0

Vehicle

Vehicle
AUDI A1
Registration Number
VIN
-
Colour
GREY

Drivable
Yes
Mileage
35,000
Collection Required
Yes

Claim

Insurance
GT Motive Insurance WP005
Claim
TRAINING0000001
Policy Number
TRAINING0000001
Cortesy Car Required
Yes

Able to Authorise
Yes
Excess
£200.00
Third Party Claim
No

Estimate

Attachments

Reject **Accept**

The Insured/
Policyholder Info
Card.

The Vehicle Info
Card.

The Claim Info
Card.

Reviewing the Instruction Information (Part 2)

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Once you have opened any of the information cards ([Insured/Policyholder](#), [Vehicle](#) or [Claim Info](#)), you will be able to review all the information regarding the job.

Use the the [horizontal bar](#) situated in the upper part of the screen to switch between each information card.

Click on [Previous](#) to return to the general Instruction summary.

The image displays three overlapping screenshots of the GT Motive interface, illustrating the process of reviewing instruction information. Each screenshot shows a different information card: 'Insured/Policyholder Info', 'Vehicle Info', and 'Claim Info'. A horizontal displacement bar at the top of each card allows switching between them. Red boxes highlight the 'Previous' button and the selected tab in each card. Blue arrows point from a text box to the horizontal bar and the 'Claim' tab.

Insured/Policyholder Info

Claim Number: TRAINING0003, Claim Reference: NJ19FRP, Other Reference: [Empty]

Registration Number: NJ19FRP, Mileage: [Empty], Drivable: Yes [No]

VIN: [Empty]

Make: AUDI, Model: AI

Collection Required: Yes [No], Recovery From 3rd Party: Yes [No], Collection Provided: Yes [No]

Contact: First Name: PAUL, Last Name: SMITH, Address Line 1: [Empty], Email: PAUL.SMITH@GTMOTIVE.COM

VAT Registered: Yes [No], VAT Portion Payable: 0.00, Customer: 0

Vehicle Info

Claim Number: TRAINING0003, Claim Reference: NJ19FRP, Other Reference: [Empty]

Registration Number: NJ19FRP, Mileage: [Empty], Drivable: Yes [No]

VIN: [Empty]

Make: AUDI, Model: AI

Collection Required: Yes [No], Recovery From 3rd Party: Yes [No], Collection Provided: Yes [No]

Contact: Address Line 1: [Empty], Address Line 2: [Empty], Postal Code: [Empty], Telephone 1: [Empty], Telephone 2: [Empty], Email: [Empty]

Claim Info

Claim Number: TRAINING0003, Claim Reference: NJ19FRP, Other Reference: [Empty]

Accident Date: 16/9/2020, Date Reported: 16/9/2020, On-Site Vehicle Inspection Date: 17/9/2020

Policy Number: TRAINING0003, Coverage Type: Comprehensive, Type of Damage: Collision, Third Party Claim: Yes [No]

Work Provider: WP005, Scheme: 21, Repairer: Training Repairer

Emp. Company: [Empty], Managed By: Training Engineer

Excess: 150.00, Excess Status: Apply [Not], Able to Authorise: Yes [No], Without Prejudice: Yes [No], Liability Stance: Non at Fault

Courtesy Car Required: Yes [No], Courtesy Car Type: [Empty], Courtesy Car Provided: Yes [No]

Date Booked For Repair: [Empty], Estimated Repair Days: [Empty]

Accept or Reject the Instruction

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Once you have reviewed all the information regarding the Job, click on **"Accept"** or **"Reject"** accordingly.

The screenshot displays the GT Motive Instructions Grid interface. The main window shows a list of instructions with columns for Claim Number, Work Provider, Company, Policyholder, and Make. The 'Accepted' button is highlighted in the left sidebar. A red box highlights the 'Reject' and 'Accept' buttons in the top right corner of the main window. A blue box highlights the 'Rejected' button in the left sidebar. A blue arrow points from the 'Rejected' button in the sidebar to the 'Rejected' button in the top right corner of the main window. A blue box contains the text: 'Depending on whether you've accepted or rejected the Instruction, it will move to the "Accepted" or "Rejected" sections of the Instructions Grid.'

Claim Number	Work Provider	Company	Policyholder	Make
TRAINING001	WP005	GT Motive Insura...	PAUL SMITH	AU...
TRAINING009	WP005	GT Motive Insura...	PAUL SMITH	M-B...
PD23102020-5	WP006			

You have now completed the **Instruction Phase** and can now commence with the **"Estimate Phase"**.



GT Global

The Estimate Phase

Once you have accepted the Instruction during the Instruction Phase, the Job/Claim is transferred to the “Active” list of the [Estimate’s Grid](#), and the “[Estimate Phase](#)” commences:

The screenshot displays the GT Global software interface. On the left, a sidebar menu shows 'Instructions', 'Estimates', 'Active' (highlighted with a red box), 'In Progress', and 'Authorised'. The main area shows a table of active estimates. A red box highlights the first row, which is then shown in a detailed view below. A red arrow points from the 'Active' button in the sidebar to the detailed view.

Claim Number	Work Provider	Eng. Company	Registration Number	Gross Total	Status/Reason	Managed By	Reparer	Date Created / Modified
TRAINING000000...	WP005	GT Motive Insur...			Active	Training Engine...	Training Repair...	12/07/2021, 04:27P...

Double click on the Instruction line to open the Instruction.

Estimate Information

PAUL SMITH
AUDI A1
Training Repairer

Summary | Messages | Reports | Activity

Policyholder
Insured: PAUL SMITH
Address: MAIN STREET 345GRY MAIN TOWN
Contact: 123413 / PAULSMITH@GTMOTIVE.CO.UK
VAT Registered: No | VAT Portion Payable: 0

Vehicle
Vehicle: AUDI A1
Registration Number: [blank]
VIN: [blank]
Colour: GREY
Drivable: Yes
Mileage: 35,000
Collection Required: Yes

Claim
Insurance: GT Motive Insurance WP005
Claim: TRAINING00000001
Policy Number: TRAINING00000001
Cortsey Car Required: Yes
Able to Authorise: Yes
Excess: £200.00
Third Party Claim: No

Estimate | Attachments

Create Estimate | Upload Attachments

General Overview of the Claim Summary (Part 1)

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Inside each [Claim/Job](#) you will find a view based on “Cards” for each of the key areas needed to correctly manage the job.

The screenshot displays the 'Claim Summary' view for a specific claim. The interface includes a sidebar with navigation options: Instructions, Estimates, Active, In Progress, Authorised, Total Loss, Closed, All, Invoices, Training Repairer, Help, and Logout. The main content area is titled 'PAUL SMITH | AUDI A1 | TRAINING0000001' and 'Active'. It features five cards: 'Policyholder', 'Vehicle', 'Claim', 'Estimate', and 'Attachments'. Each card is highlighted with a red border and a blue arrow pointing to it from an external label. The 'Policyholder' card shows details for Paul Smith. The 'Vehicle' card shows details for an Audi A1. The 'Claim' card shows details for the claim and insurance. The 'Estimate' card has a 'Create Estimate' button. The 'Attachments' card has an 'Upload Attachments' button.

The Insured / Policyholder Info Card.

Policyholder	
Insured	PAUL SMITH
Address	MAIN STREET 345GRTY MAIN TOWN
Contact	123413 / PAULSMITH@GTMOTIVE.CO.UK
VAT Registered	No
VAT Portion Payable	0

The Vehicle Info Card.

Vehicle	
Vehicle	AUDI A1
Registration Number	
VIN	-
Colour	GREY
Drivable	Yes
Mileage	35,000
Collection Required	Yes

The Claim Info Card.

Claim	
Insurance	GT Motive Insurance WP005
Claim	TRAINING0000001
Policy Number	TRAINING0000001
Courtesy Car Required	Yes
Able to Authorise	Yes
Excess	£200.00
Third Party Claim	No

The Estimate Management Card.

Create Estimate

The Attachments (Photos) Management Card.

Upload Attachments

General Overview of the Claim Summary (Part 2)

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Remember that you can open any of the information cards ([Insured/Policyholder](#), [Vehicle](#) or [Claim Info](#)), to review all the information regarding the job at any time.

As before, use the [horizontal bar](#) situated in the upper part of the screen to switch between each information card.

Click on [Previous](#) to return to the general job summary.

The image displays three overlapping screenshots of the Claim Summary interface, illustrating the navigation between different information cards. A horizontal displacement bar at the top of each screen allows switching between the **Insured/Policyholder Info**, **Vehicle Info**, and **Claim Info** cards. The **Previous** button is visible in the top right corner of each screen.

Insured/Policyholder Info: This card displays contact information for the insured, including First Name (PAUL), Last Name (SMITH), Address Line 1, Email (PAUL.SMITH@GTMOTIVE.COM), and VAT details (VAT Registered: Yes, VAT Portion Payable: 0.00, Customer: 0).

Vehicle Info: This card displays vehicle details, including Claim Number (TRAINING0003), Claim Reference (NJ19FRP), Registration Number (NJ19FRP), Mileage, Drivable status (Yes/No), VIN, Make (AUDI), Model (AI), Collection Required (Yes/No), Recovery From 3rd Party (Yes/No), Collection Provided (Yes/No), Contact information, and Address Line 1.

Claim Info: This card displays claim details, including Accident Date (16/9/2020), Date Reported (16/9/2020), On-Site Vehicle Inspection Date (17/9/2020), Policy Number (TRAINING0003), Coverage Type (Comprehensive), Type of Damage (Collision), Third Party Claim (Yes/No), Work Provider (WPO05), Scheme (21), Repairer (Training Repairer), Managed By (Training Engineer), Excess (150.00), Excess Status (Apply/Not), Able to Authorise (Yes/No), Without Prejudice (Yes/No), Liability Stance (Non at Fault), Courtesy Car Required (Yes/No), Courtesy Car Provided (Yes/No), Date Booked For Repair, and Estimated Repair Days.

Complete the Claim Information

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Remember that there are **certain details** within the Claim that **must be completed and/or modified** as required:

1 – You can establish or modify whether the Insured is VAT Registered:

Go to the **Insured/Policy Holder Info Card** and establish whether the insured is **VAT Registered** or not. If the option is marked **Yes**, establish the **“VAT Portion Payable”** amount:

VAT Registered	VAT Portion Payable	Customer Contribution
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="0.00"/>	<input type="text" value="0"/>

2 – You must establish the Mileage of the Vehicle:

Go to the **Vehicle Info Card** and enter the current **Mileage** of the vehicle:

Registration Number	Mileage
<input type="text" value="REGNO"/>	<input type="text" value="35000"/>

3 – You must inform if the vehicle has been collected:

Go to the **Vehicle Info Card**, and if it has been established that the **collection of the vehicle is required**, inform when this has been carried out by selecting **“Yes”**:

Collection Required	Recovery From 3rd Party	Collection Provided
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

4 – You must inform if you have provided a Courtesy Car:

Go to the **Claim Info Card**, and if it has been established that a **Courtesy Car is required**, inform when it has been provided by selecting **“Yes”**:

Courtesy Car Required	Courtesy Car Type	Courtesy Car Provided
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value=""/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

In the upper section of the claim, apart from the main “Summary” tab, you’ll find a further “**Messages**” tab. In this tab you will find two different messaging areas where you’ll be able to exchange messages with the **work provider/engineer** (“Public” Messages), and/or internal messages with **other Users within your body-shop** (“Private” Messages).

Write a message and click on **Send Message**:

The screenshot displays the GT Motive web application interface. On the left is a dark sidebar with navigation links: Instructions, Estimates, Active, In Progress, Authorised, Total Loss, Cancelled, All, Training, Help, and Logout. The main content area is titled 'Estimates' and 'Estimate Information' for 'PAUL SMITH', an 'AUDI A1' 'Training Repairer'. It features two tabs: 'Summary' and 'Messages'. The 'Messages' tab is highlighted with a red box. Below the tabs are two message categories: 'Private' (highlighted with a red box and an arrow pointing to a callout) and 'Public' (highlighted with a red box and an arrow pointing to another callout). The 'Private' callout states: 'Write an internal message to other Users within your body-shop.' The 'Public' callout states: 'Write a message to the work provider/engineer.' The 'Public' message area shows a message from 'WP005' (Training Repairer) stating 'THE VEHICLE IS IN THE WORKSHOP. COURTESY CAR PROVIDED.' dated '30/11/2020, 12:56 PM'. At the bottom, there is a text input field labeled 'Type a Message' and a 'Send message' button, both highlighted with red boxes. An arrow points from the 'Public' callout to the input field, and another arrow points from the 'Send message' button to the 'Send message' button.

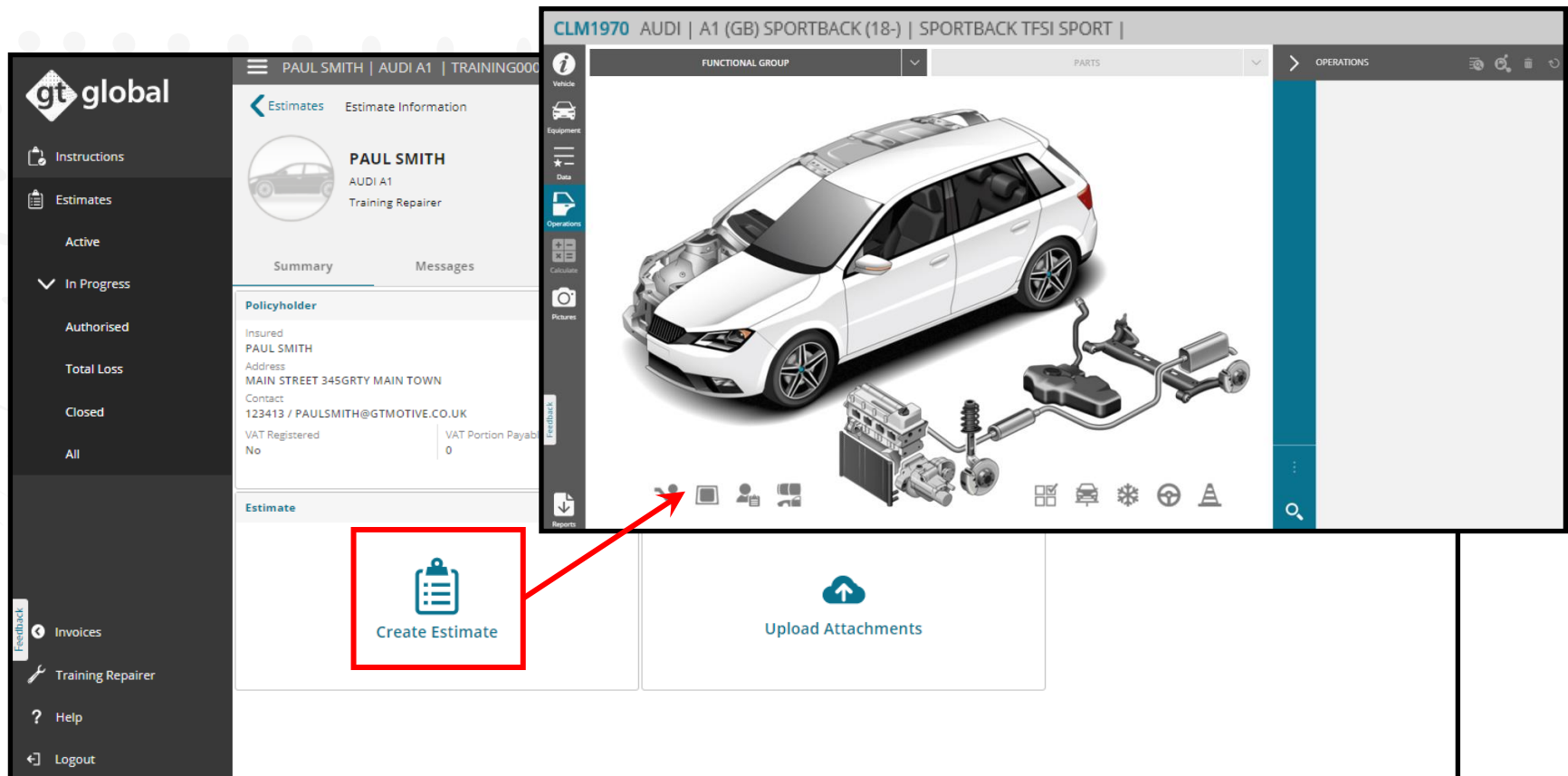
Write an internal message to other Users within your body-shop.

Write a message to the work provider/engineer.

Creating the Estimate

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Once you have reviewed the claim details, you can proceed to **create the estimate** of the vehicle damages. Click on **"Create Estimate"** to access **GT Estimate**:



Attaching Photos (Part 1)

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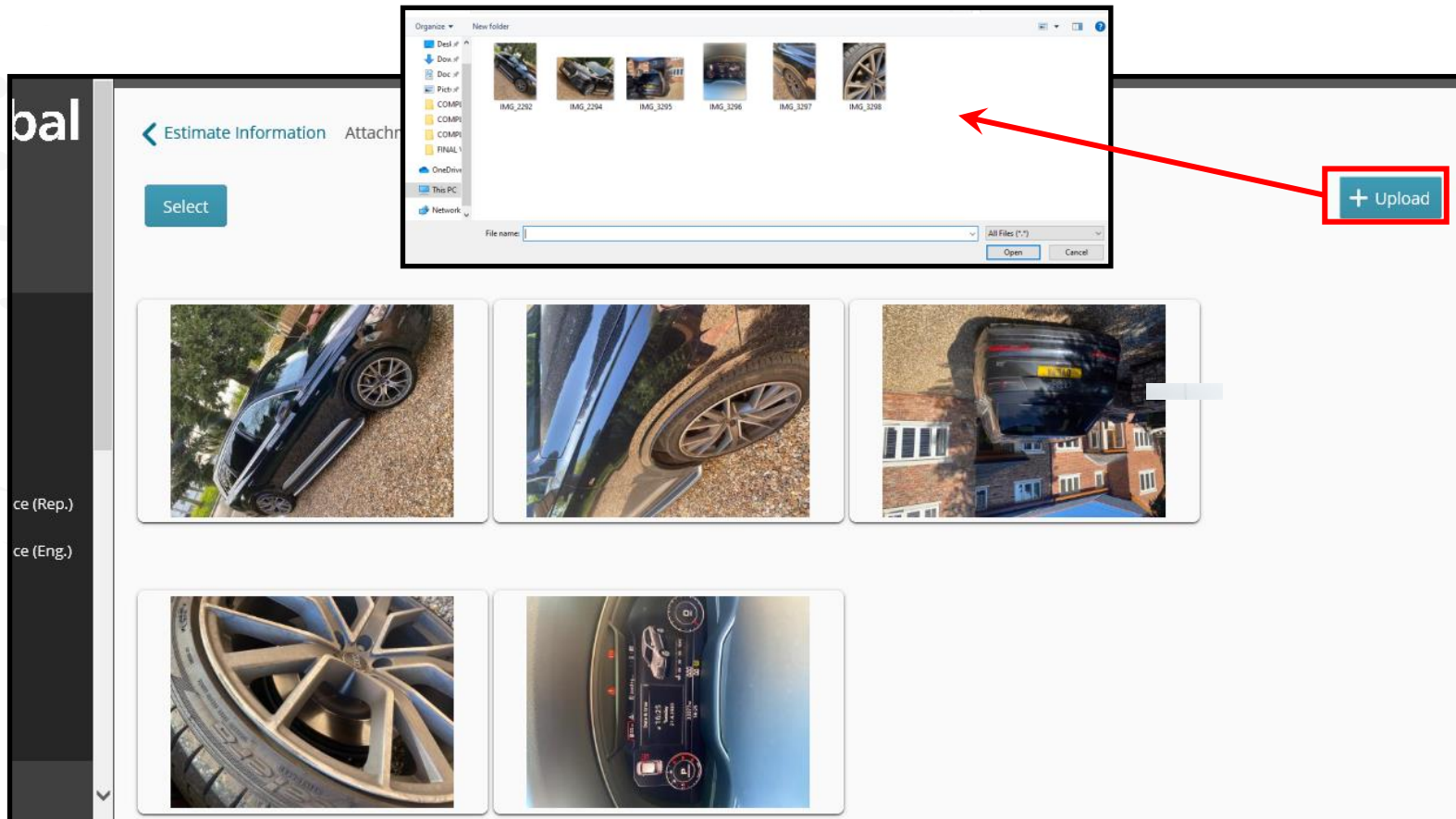
Click on **"Upload Attachments"** in the **Attachments Management Card** to upload the photos and/or any documents to the Job:

The screenshot displays the GT Global web application interface. The sidebar on the left contains navigation links: Instructions, Estimates, Active, In Progress, Authorised, Total Loss, Closed, All, Invoices, Training Repairer, Help, and Logout. The main content area is titled 'Estimate Information' for 'PAUL SMITH' (AUDI A1, Training Repairer). It includes a 'Policyholder' section with details: Insured: PAUL SMITH, Address: MAIN STREET 345GRTY MAIN TOWN, Contact: 123413 / PAULSMITH@GTMOTIVE.CO.UK, VAT Registered: No, VAT Portion Payable: 0. Below this is a 'Create Estimate' button. The 'Attachments' section is highlighted with a red box and a red arrow pointing to it. It contains a grid of images: a car, a tire, a wheel, and a car interior. Below the grid is a button labeled 'Upload Attachments' with a cloud upload icon.

Attaching Photos (Part 2)

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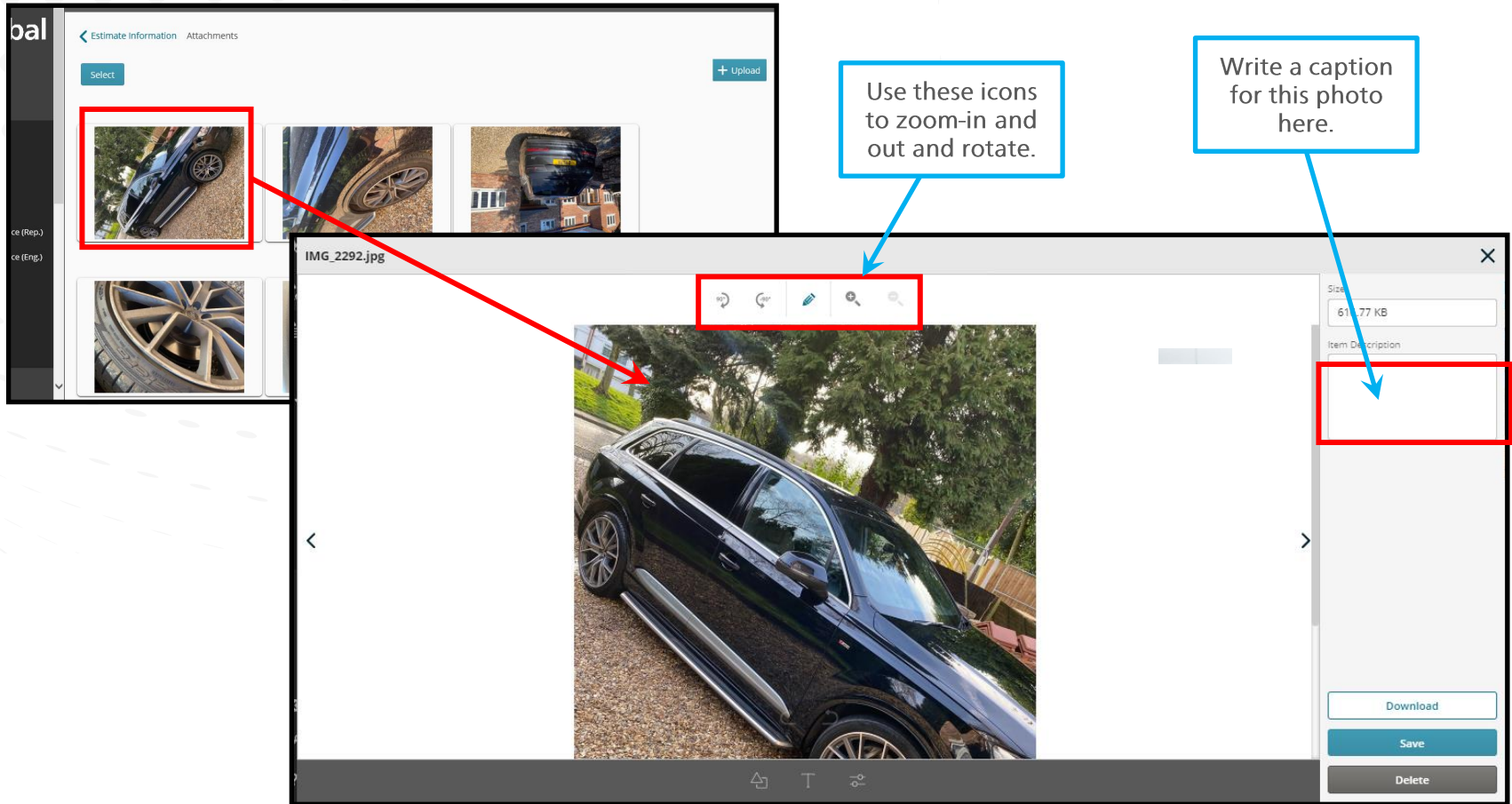
Once inside the [Attachments](#) area, click on “**Upload**” to select the photos from your PC.



Attaching Photos (Part 3)

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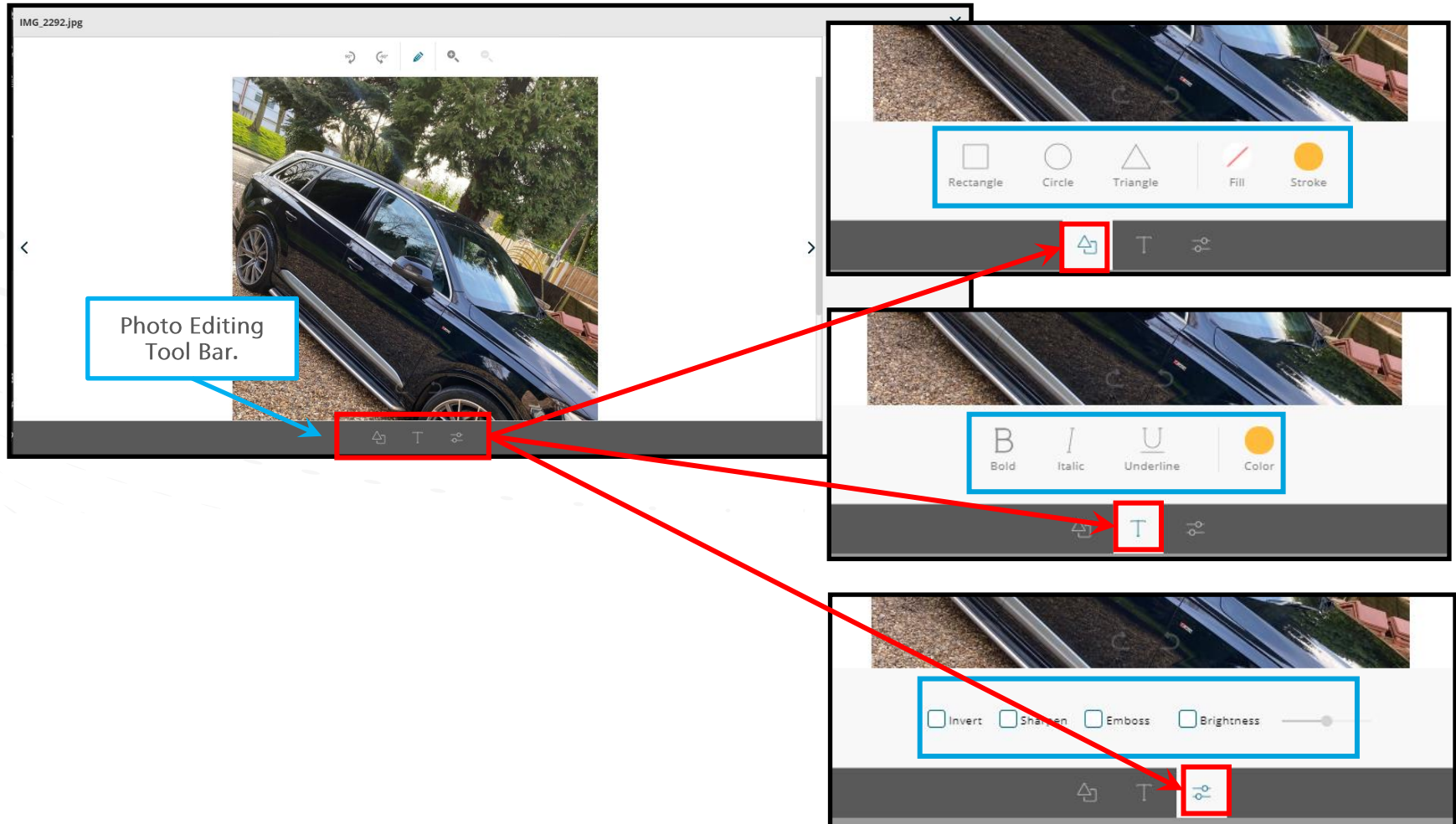
You can also click on each thumbnail picture to **zoom-in and out**, **rotate**, **delete** or **write a caption**:



Attaching Photos (Part 4)

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Use the tool bar below to access different editing functionalities, such as **drawing triangles or squares** in the photo, **writing text** or **modifying the brightness, sharpness**, etc...:





GT Global

Creating the estimate in GT Estimate

Identifying the Vehicle

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Once **GT Estimate** opens, you can use the **VRN (Registration Number) Look-up** and **VIN Query** functions to identify the vehicle and its equipment in the **Vehicle Information** screen.

It's also very important to make sure you have the correct **Profile** selected, depending on the Work Provider.

The screenshot shows the 'Estimate identification' screen in the GT Estimate application. The header displays 'CLM1970 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT'. The left sidebar contains icons for 'Vehicle', 'Equipment', 'Data', 'Operations', 'Calculate', and 'Reports'. The main form area is divided into sections: 'Estimate identification' with fields for 'Estimate No' (CLM1970), 'User code' (CUSTOMER GTESTIMATE EN - afernandez - GtEs...), 'Profile' (WP003), and 'Reference'; 'Vehicle data' with a car image, 'Miles' (30000), 'Reg. No' (454XXX), 'VIN' (VSBIDAXXXXXXXXXXXXX), 'Make' (AUDI), and 'Model' (A1 (GB) SPORTBACK (18-) (***)). A 'Source: VinQuery' and 'Model type: NextGen' are noted at the bottom left. Annotations include a red box around the 'Vehicle' icon, a red box around the 'Profile' dropdown, and blue boxes around the 'VRN Look-up' and 'VIN Query' icons. Arrows point from these boxes to text boxes explaining their functions. A large blue box at the bottom right states that all vehicle and estimate information will be filled in automatically under normal circumstances.

CLM1970 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT

Vehicle

Estimate identification

Estimate No: CLM1970

User code: CUSTOMER GTESTIMATE EN - afernandez - GtEs...

Profile: WP003

Reference:

Vehicle data

Miles: 30000

Reg. No: 454XXX

VIN: VSBIDAXXXXXXXXXXXXX

Make: AUDI

Model: A1 (GB) SPORTBACK (18-) (***)

Source: VinQuery

Model type: NextGen

Add make and base model

Choose your **Profile** from the drop down menu.

VRN Look-up Function.

VIN Query Function.

Under normal circumstances all the vehicle and estimate information contained in this screen (**Profile**, **VRN**, **VIN**, **Estimate No.**, etc...) will be filled-in automatically.

Identifying the Vehicle Equipment

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Work your way down the menu situated to the left, to the **Equipment Screen**.

From here you can **review/modify the vehicle equipment**.

The screenshot shows a software interface for vehicle equipment. On the left is a vertical menu with icons for 'Vehicle', 'Equipment', 'Data', 'Operations', 'Calculate', 'Feedback', and 'Reports'. The 'Equipment' option is highlighted with a red box, and a blue arrow points from it to a text box. The main area is titled 'CLM1970 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT'. It features a 'Version / Model type' section with a grid of checkboxes for various equipment options like 'ADMIRE', 'ADVANCED', 'ATTRACTION', 'BLACK LINE EDITION', 'BUSINESS LINE', 'DESIGN', 'DESIGN LUXE', 'EDITION ONE', 'EPIC EDITION', 'SE', 'S LINE', 'S LINE C', and 'SPORT'. A red arrow points from the 'Version' tab in the left menu to this section. On the right, a 'DEDDED EQUIPMENT' panel lists various vehicle components and their specifications, such as 'Range equipment', 'Bodywork', 'Vehicle type', 'Exterior equipment', 'Lights', 'Glass', 'Mirrors', and 'Trims'. A blue arrow points from this panel to a text box.

With the use of the **VIN Query** Function the vehicle equipment will be filled-in automatically. Under normal circumstances the vehicle equipment needs not to be modified.

Find here a summary of the vehicle equipment.

Work your way down the different stages of the estimate.

The Estimate Data Screen (Part 1)

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Work your way down the menu situated to the left, to the **Data Screen**.

From here you can **review/modify the estimate data**. Such things as the **labour rate**, **paint system** and **info**, **discounts**, **excess**, the **vehicle attributes/damages** and **waste EPA charge** etc.. can be reviewed and modified.

CLM1970 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT |

Vehicle

Equipment

Data

Operations

Calculate

Pictures

Feedback

Hourly labour rates

Paint

Parts

Excess

Taxes

Estimate attributes

Free text

Vehicle attributes

Vehicle damages

Regional settings

Discounts

Mode

☆ T1	40	40	40	40	40
☆ T2	40	40	40	40	40
☆ T3	40	40	40	40	40

Hourly labour rates

☆ Fixed 300

☆ Percentage 0 %

☆ Maximum 0

☆ Minimum 0

Excess

The Estimate Data Screen (Part 2)

[Back to the Index](#)

In the **Data Screen** special care must be taken in the following areas:

1 – Vehicle Attributes (Vehicle Status): Establish the **Vehicle status** (Good, Medium, Bad or Not Roadworthy).

☆ Vehicle status

Other	Good	Medium	Bad	Not roadworthy
-------	------	--------	-----	----------------

The screenshot shows a horizontal selection bar with five buttons: 'Other', 'Good', 'Medium', 'Bad', and 'Not roadworthy'. The 'Medium' button is highlighted in dark blue, indicating it is the selected status.

2 – Vehicle Attributes (Damage): Establish the **Vehicle Condition**, **Type of Damage** and **Severity**.

Damage

☆ Vehicle Condition

Mobile	Drivable	Road worthy	Un-Roadworthy	Immobile	Partly Repaired	Dismantled
--------	----------	-------------	---------------	----------	-----------------	------------

☆ Type of Damage

Theft	Collision	Fire	Flood	Vandalism
-------	-----------	------	-------	-----------

☆ Severity of Damage

Light	Medium	Heavy	Structural Damage
-------	--------	-------	-------------------

The screenshot shows three sections for damage assessment. The first section, 'Vehicle Condition', has seven buttons with 'Drivable' selected. The second section, 'Type of Damage', has five buttons with 'Collision' selected. The third section, 'Severity of Damage', has four buttons with 'Medium' selected.

3 – Vehicle Attributes (Others): Establish whether you consider the vehicle to be a **Total Loss**, whether its **Economically** and/or **Technically Repairable**.

Others

☆ Total loss

Yes	No	Pending
-----	----	---------

☆ Economically repairable

Yes	No	Pending
-----	----	---------

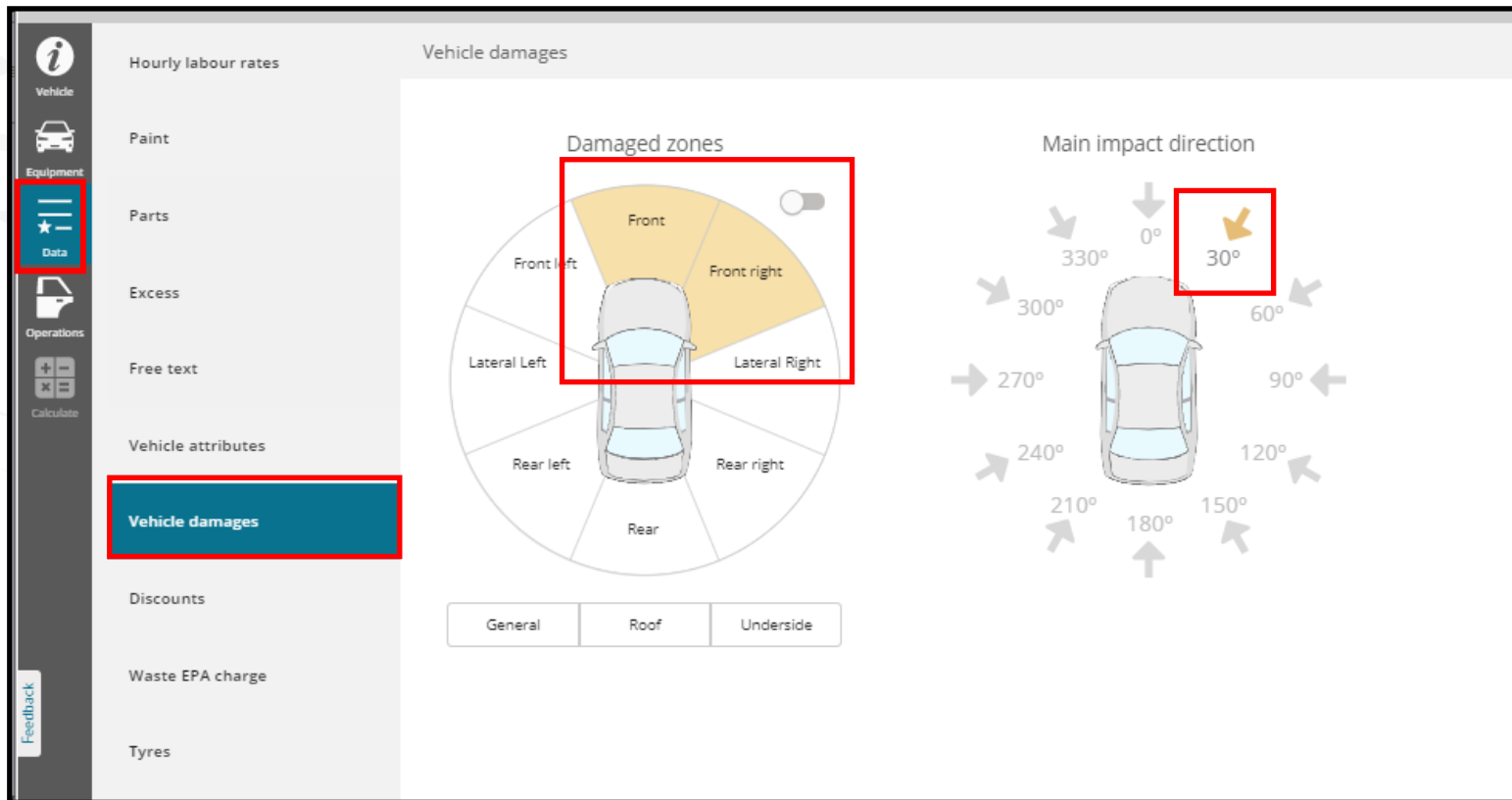
☆ Technically repairable

Yes	No	Pending
-----	----	---------

The screenshot shows three sections for 'Others' attributes. Each section has three buttons: 'Yes', 'No', and 'Pending'. In the 'Total loss' section, 'No' is selected. In the 'Economically repairable' section, 'Yes' is selected. In the 'Technically repairable' section, 'Yes' is selected.

In the **Data Screen** special care must be taken in the following areas (Continued):

4 – Vehicle Damages: Establish where the damages have occurred on the vehicle.



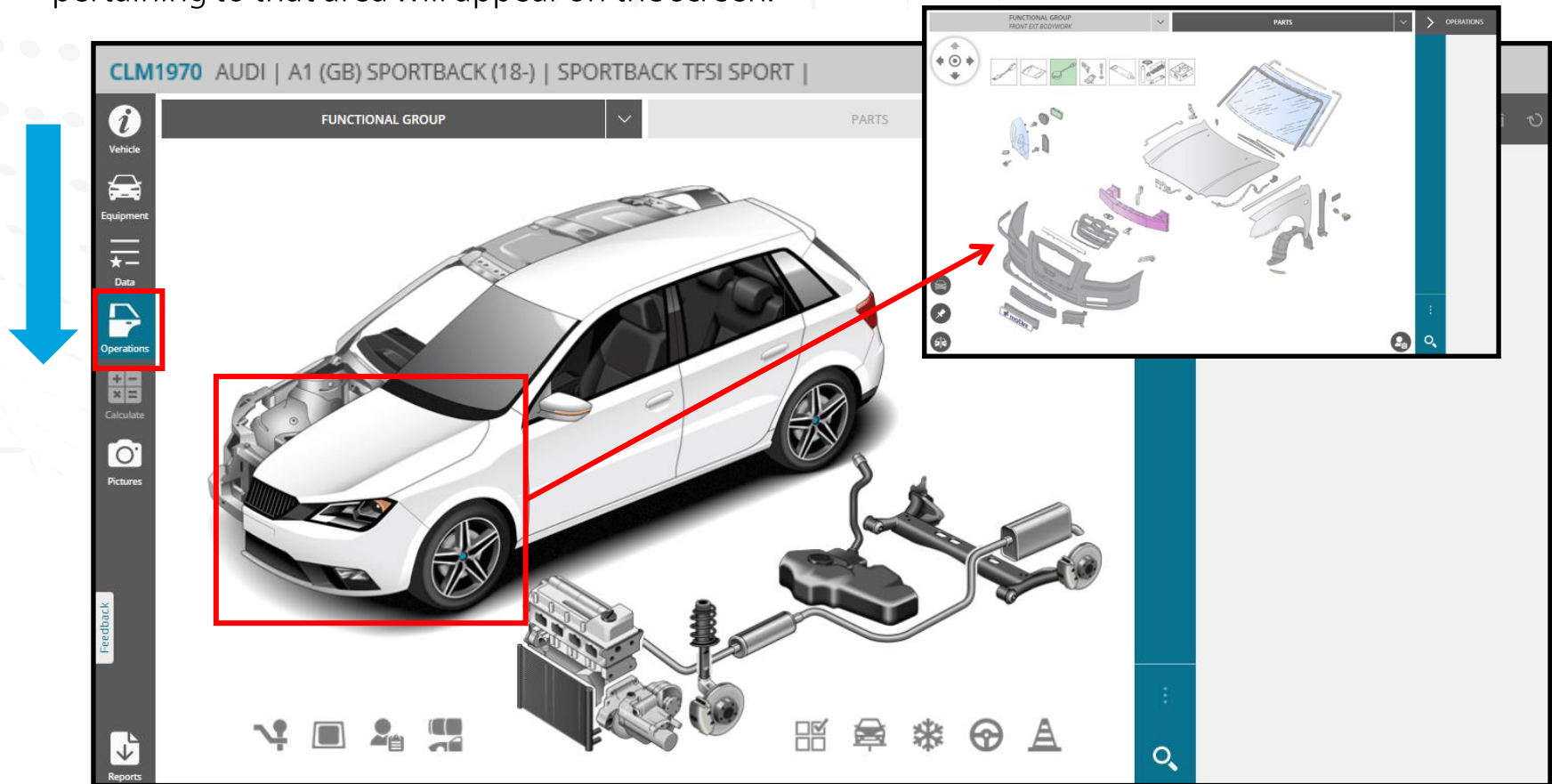
The Operations Selection Screen (Part 1)

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Keep working your way down the menu situated to the left, to the **Operations Selection Screen**.

From here you can start **adding all the operations and items to the estimate**.

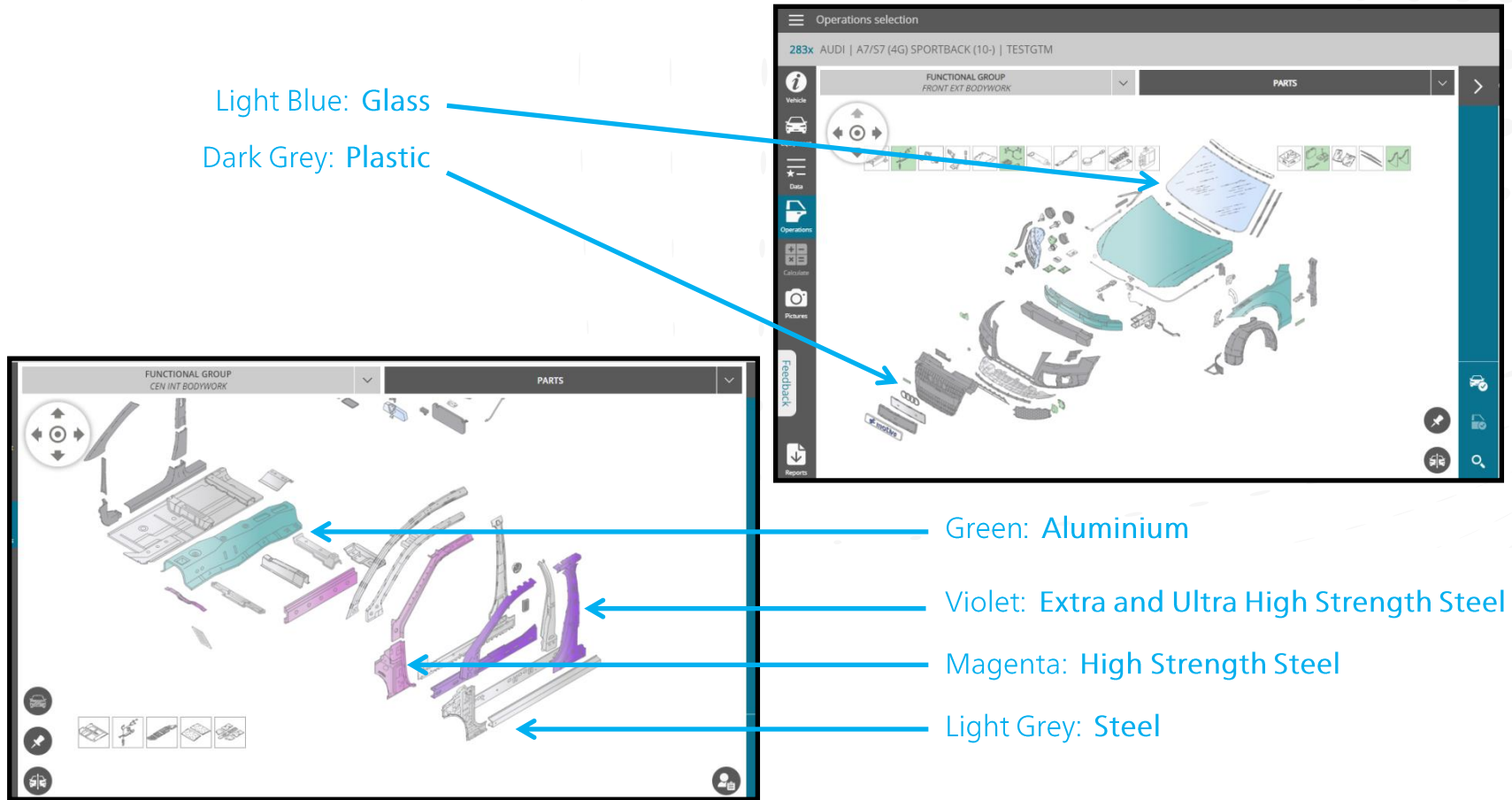
Select the **Functional Group** (Area of the vehicle) you wish to work with and immediately the parts pertaining to that area will appear on the screen:



The Operations Selection Screen (Part 2)

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The colour that the parts are shaded in depict the material that they are made of:



Adding an Operation

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Select the required part/item, and to the right of the parts selection area you will be able to select what type of operation (task) you wish to carry out on said part: **Replace**, **repair**, **remove and refit**, **paint**, **anti corrosion treatment**, **verify**, **adjust**, **strip/refit**, **polish**, etc... The part is then added to the Operations List.

The types of operations (tasks) available depends upon the part that has been selected.

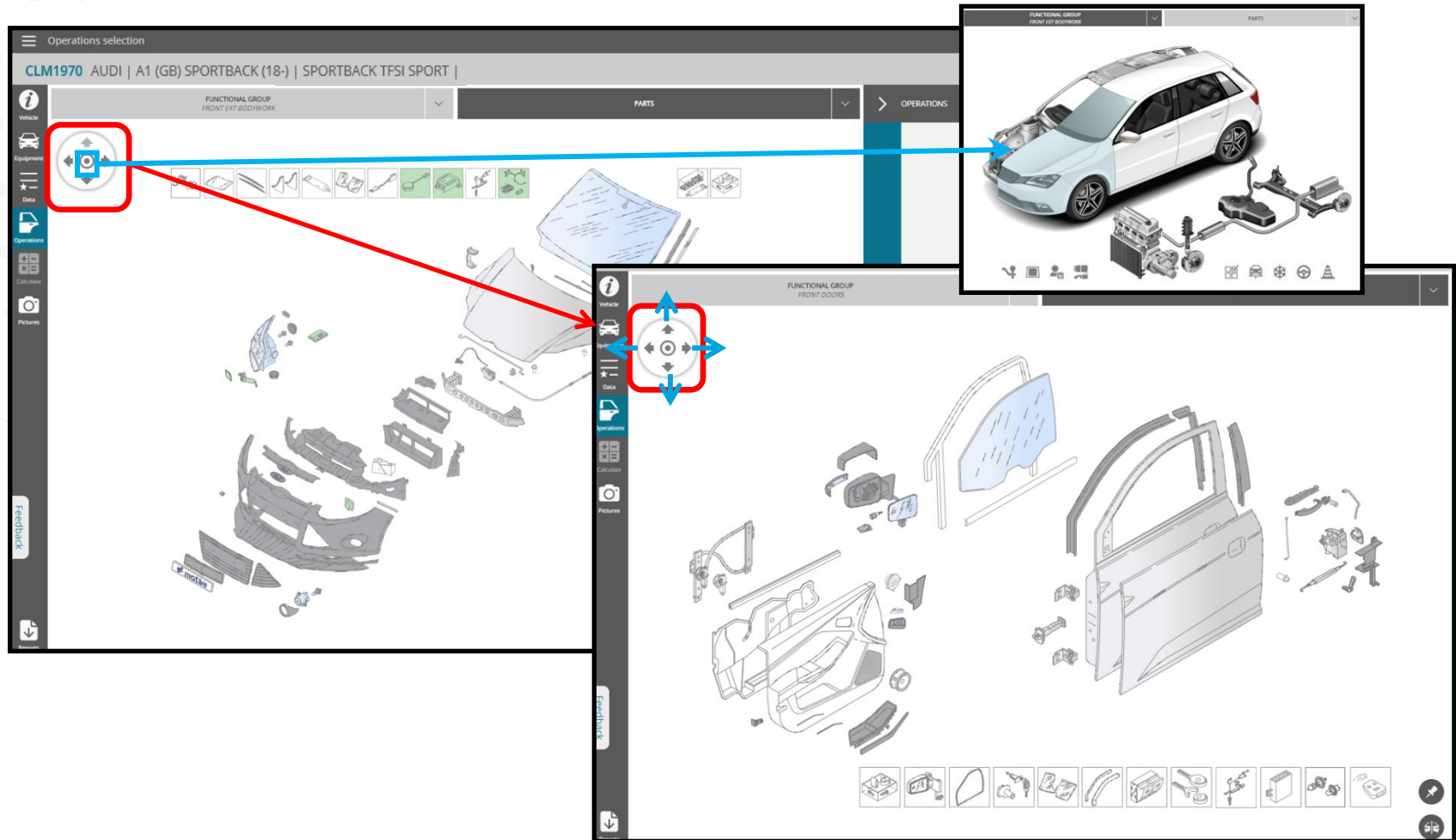
The screenshot displays the GT Motive software interface for a vehicle named 'CLM1970 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT'. The interface is divided into several sections:

- Vehicle Information:** Located at the top, showing the vehicle name and model.
- Functional Group:** A dropdown menu currently set to 'FRONT EXT BODYWORK'.
- Parts Selection:** A grid of icons representing different car parts. A red box highlights a headlamp icon, with a red arrow pointing from it to the 'Replace' operation in the Operations List.
- Operations List:** A vertical list of operations available for the selected part. The 'Replace' operation is highlighted with a red box. A red arrow points from the 'Replace' operation to a detailed view of the operation in the Operations List.
- Operations List Detail:** A box showing the details of the 'Replace' operation: 'Left headlamp ** [Panel-T1] 8117', '£235.92', and '£183.92 + (1.30h * £40.00/h)'. A blue arrow points from this box to a text box on the right.
- Task Labels:** A small tab at the bottom of the screen, highlighted with a blue box, is used to deploy task labels. A blue arrow points from this tab to a text box at the bottom.
- Task Labels:** A text box at the bottom states: 'Use this little tab to deploy the task labels on the screen.'
- Operations and Items:** A text box on the right states: 'The operations and items will be added to the Operations List.'

Moving Around the **Various Functional Groups**

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Use the little **"Joystick"** icon situated in the top right hand corner of the **parts selection screen** to move between the different **Functional Group** areas, or click in the **middle of the virtual joystick** to go back to the global view of the vehicle to select a different **Functional Group**:



Adding a Paint Operation (Part 1)

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When you choose to **paint** a part, or if you replace a part that requires painting, a slide-out menu is deployed where you should choose the **Paint Options** (Damage Level, Painting Conditions <"Parts removed", "On vehicle, not pre-painted" or "On vehicle, pre-painted">). Make your selection and **"Accept"** to add the paint operation to the **Operations List**:

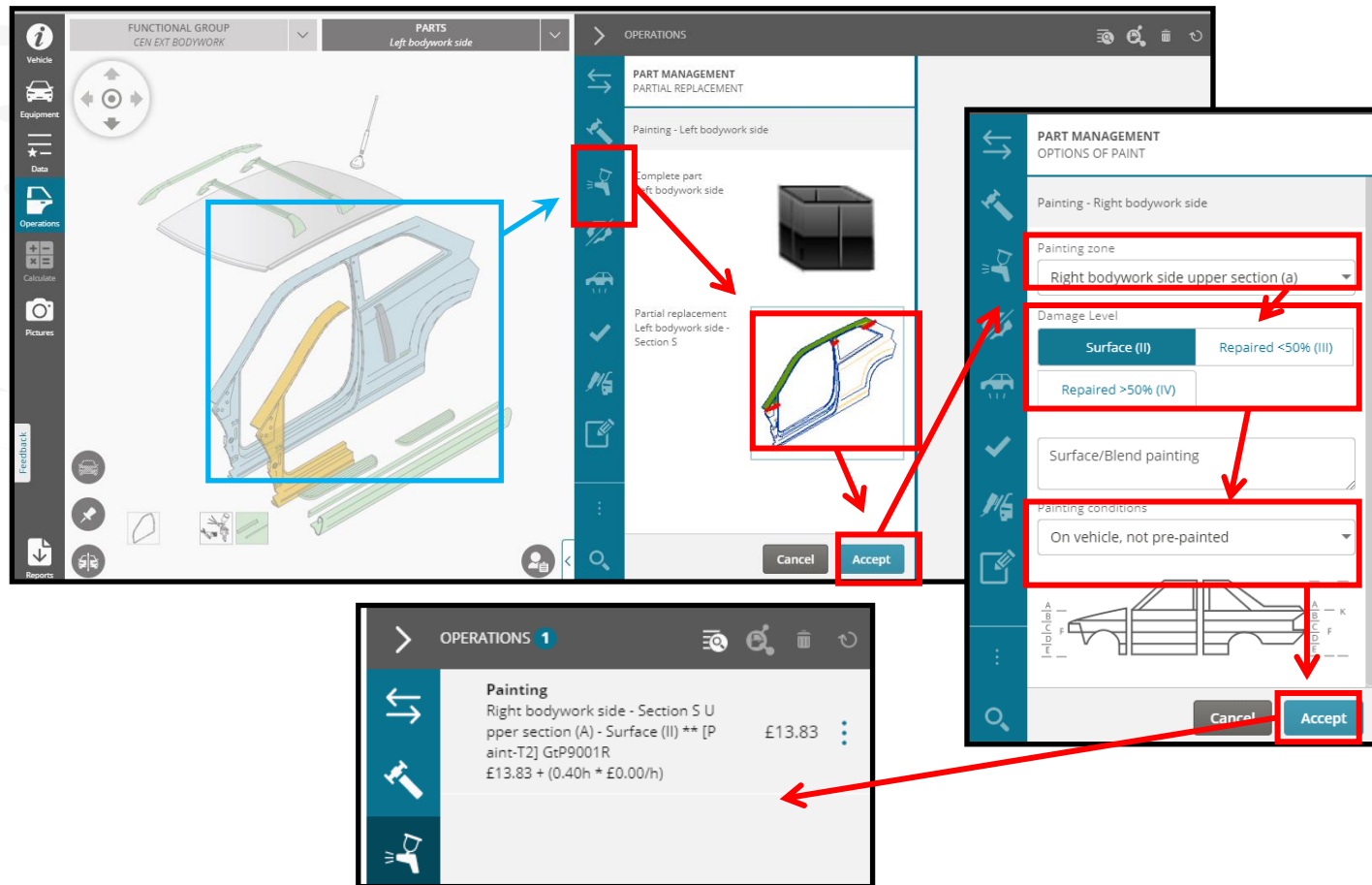
The screenshot displays the CLM1970 Audi A1 (GB) Sportback (18-) Sport TFSI Sport interface. The 'PARTS' section is set to 'Bonnet'. The 'OPERATIONS' list on the left includes 'Paint', which is highlighted with a red box. A blue arrow points from the 'Paint' icon in the 'OPERATIONS' list to the 'Paint' button in the 'PART MANAGEMENT' panel. The 'PART MANAGEMENT' panel shows 'Painting - Bonnet' with 'Damage Level' set to 'New Part (I)' and 'Painting conditions' set to 'Parts removed'. A red box highlights the 'Accept' button at the bottom right of the 'PART MANAGEMENT' panel. A red arrow points from the 'Accept' button to the 'Painting' entry in the 'Operations List' on the right, which shows a cost of £331.40. The 'Operations List' also includes a 'Replace' entry for 'Left headlamp ** [Panel-T1] 8117' with a cost of £235.92.

Operation	Description	Cost
Painting	Bonnet - New Part (I) - Parts removed ** [Paint-T2] GtP70010	£331.40
Replace	Left headlamp ** [Panel-T1] 8117	£235.92

Adding a Paint Operation (Part 2)

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When a body part can be **partially replaced or painted** (Eg.: A complete body side), a slide-out menu is deployed where you can choose whether to replace the part **completely** or **partially**. Make your selection and **"Accept"**. You will then be required to select the **Paint Options** (Painting Zone, Damage Level, Painting Conditions <"Parts removed", "On vehicle, not pre-painted" or "On vehicle, pre-painted">). Make your selection and **"Accept"** to add the paint operation to the Operations List:



Modifying an Operation

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If you wish to **modify** or **delete** an operation or item you've added to the estimate, click on the **"three little dots"** icon situated next to the operation/item.

The image shows two screenshots of a software interface. The left screenshot displays a list of operations under the heading 'OPERATIONS 3'. The operations listed are:

- Replace**: Rear left wing - Section M ** [Pan el-T2] 6161205140, £833.03, £389.03 + (11.10h * £40.00/h). A red box highlights the 'three dots' icon next to this item.
- Painting**: Bonnet - New Part (I) - Parts removed ** [Paint-T2] GtP70010, £251.40 + (2h * £40.00/h).
- Replace**: Left headlamp ** [Panel-T1] 8117 005163, £183.92 + (1.30h * £40.00/h).

A red box highlights the 'Modify' and 'Delete' options in a dropdown menu that appears when the 'three dots' icon is clicked. A red arrow points from the 'Modify' option to the right screenshot.

The right screenshot shows the detailed view of the selected operation: 'Replace Rear left wing - Section M ** [Pan el-T2] 6161205140'. The total cost is £833.03, and the breakdown is £389.03 + (11.10h * £40.00/h). The fields shown are:

- Part code**: 6161205140 (highlighted with a red box)
- Price (£)**: 389.03 (highlighted with a red box)
- Quantity**: 1
- Depreciation (%)**: 0
- Labour time (h)**: 11.1 (highlighted with a red box)

At the bottom, there are 'Cancel' and 'Accept' buttons. A red box highlights the 'Accept' button.

Two callout boxes provide instructions:

- Click here to **delete** the operation/item from the estimate. (Points to the 'Delete' option in the dropdown menu.)
- When you **"Modify"**, a drop down menu will appear where you'll be able to modify the part number, price, labour time, etc.. (Points to the 'Modify' option in the dropdown menu.)

In the bottom right hand corner of the “Operations Selection” screen you’ll find the icon to access the list of all the necessary “User Operations” that have been set-up by the Work Provider. Use the “Search” function to quickly find the User Operation you need and include it in the estimate:

The screenshot shows the 'User operations' screen with a table of operations. A red box highlights the 'Operations WP003' tab at the top. A blue box highlights the 'Search' field. A blue callout box points to the 'Operations' icon in the bottom right corner of the screen. A red callout box points to the 'Add' icon (a square with a plus sign) next to the 'ADDITIONAL LAMPS F/R' operation. A red callout box points to the 'Add' icon next to the 'AIR CONDITIONING RECHARGE' operation. A red callout box points to the 'Add' icon next to the 'ALLOY WHEEL BALANCE X2' operation. A red callout box points to the 'Add' icon next to the 'ALUMINIUM REPAIR' operation. A red callout box points to the 'Add' icon next to the 'ANTIFREEZE' operation. A red callout box points to the 'Add' icon next to the 'AUTOMATIC' operation. A red callout box points to the 'Add' icon next to the 'User operations' icon in the bottom right corner of the screen.

Part Id	Information Additional Info Group	Code	Labour Time	Price	Quantity	Total Amount
2003050105	ADAS RESET	1000AR	0.00	£5.00	1.00	£5.00
2003050106	ADDITIONAL LAMPS F/R	1000ALFR	0.00	£6.00	1.00	£6.00
2003050107	AIR CONDITIONING RECHARGE	1000AR	2.00	£45.00	1.00	£45.00
2003050108	ALLOY WHEEL BALANCE X2	1000AX	0.00	£7.00	1.00	£7.00
2003050109	ALUMINIUM REPAIR	1000AR	0.00	£25.00	1.00	£25.00
2003050110	ANTIFREEZE	1000AR	0.00	£17.50	1.00	£17.50
2003050111	AUTOMATIC	1000AR	0.00	£25.00	1.00	£25.00

Click here to add the required User Operation to the estimate.

Depending on the selected Profile (See the slide “Identifying the Vehicle”), certain specific User Operations may appear in this Tab by default. Some of them may also be added to the estimate automatically.

User operations

You can also create a new "User Operation" by clicking on the "Add" icon situated above to the right. Fill-in the required information regarding the **Part Name**, **Code**, **Information**, **Task**, **Job**, **Labour Class**, **Quantity**, **Price** and **Labour time**, and lick on "Accept":

The screenshot displays the 'User operations' tab in the 'Operaciones WP002' section. The list of operations includes:

Part	Information	Labour Time	Labour	Total Amount
COLLECTION AND DELI...	CONTRACT Group	0.00	£0.00	
COURTESY CAR	REPLACEMENT VEHICLE Group	1.00		£30.00
MOT	MINISTRY OF TRANSPORT			£29.26

Annotations and callouts:

- The list of your own User Operations can be found in this Tab.** (Points to the 'User operations' tab header)
- Click here to add a new User Operation to the estimate.** (Points to the '+' icon in the top right corner)
- Fill-in the required information regarding the Part Name, Code, Information, Task, Job, Labour Class, Quantity, Price and Labour time, and lick on "Accept".** (Points to the 'ADD USER OPERATION' form)
- Activate the "Save to My Operations" function if you want to save the User Operation for future use.** (Points to the 'Save to My Operations' toggle switch)

The 'ADD USER OPERATION' form includes the following fields:

- Part: PART/ITEM NAME
- Code: 002
- Information: NON OBLIGATORY FIELD
- Task: Replace
- Job: Mechanics, Panel, Paint, Electrical, Trim
- Labour Class: T1, T2, T3
- Quantity: 1
- Price: 35
- Labour time: 2
- Group:

At the bottom of the form, there is a 'Save to My Operations' toggle switch (checked), a 'Cancel' button, and an 'Accept' button.

User Operations (Part 3)

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If you choose to add a new **User Operation** that is a **Specialist** charge, you can opt to **Exclude Tax from that operation**, and/or enter a **negative amount**:

The screenshot shows the 'ADD USER OPERATION' form. The 'Task' dropdown is set to 'Specialist'. The 'Total Amount' field contains '300'. The 'Excluding tax' toggle is turned on. A callout box points to the 'Total Amount' field, stating 'You can opt to add a negative amount.' Another callout box points to the 'Excluding tax' toggle, stating 'Opt to Exclude the Tax from the Specialist Charge here.'

Operations

ADD USER OPERATION

Part: DECAL Code: 005

Information: CAR DECALS

Task: Specialist

Total Amount: 300

Group:

Excluding tax: ☒

Save to My Operations: ☒

Cancel Accept

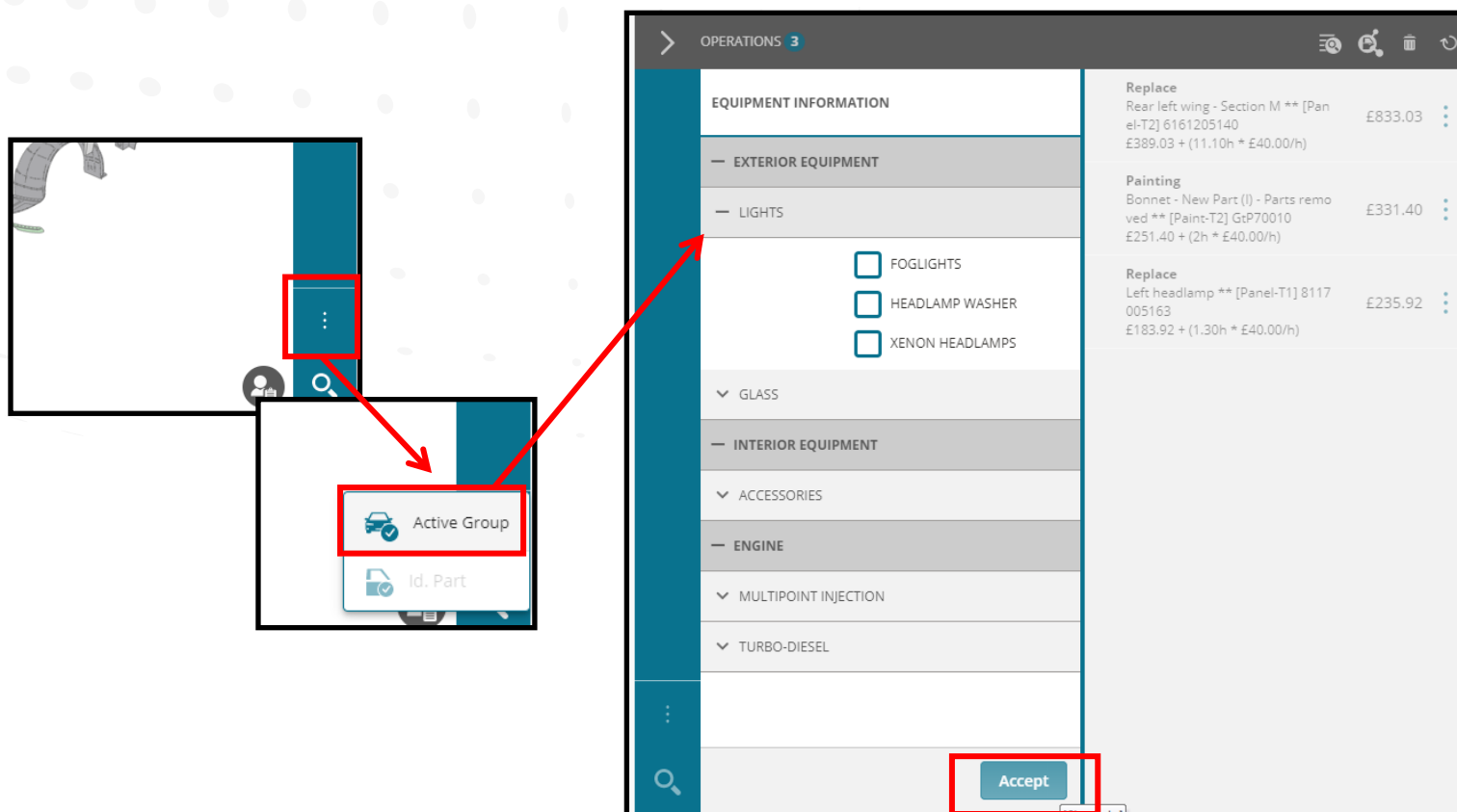
The Active Group Function

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When a user selects a functional group the graphics that are displayed depend upon the selected equipment.

There is a way of reviewing and checking the equipment items that have an influence on the functional group the User is working with by clicking on the "Active Group" icon.

Once the equipment has been reviewed/modified, click on the "Accept":

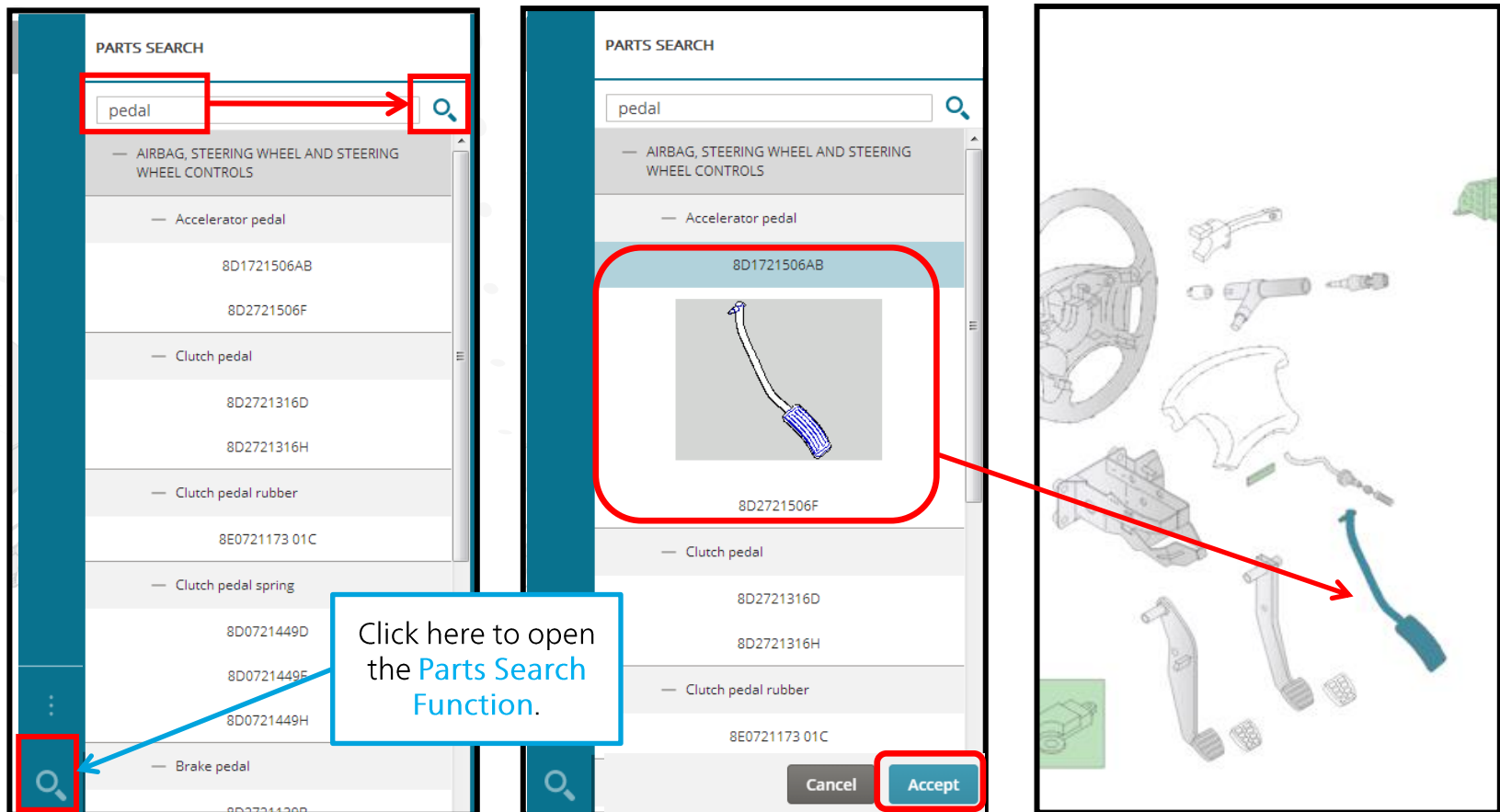


The Parts Search Function

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GT Estimate also has a **Parts Search function** where you can search for a part using the name or reference number. Write the complete or portion (4 characters minimum) of the **part name** or **complete reference number** in the box and click on the **"Find"** icon.

Select the desired part from the results list and GT Estimate will display a diagram of the part (If available). Validate the selected part you are searching for by clicking on **"Accept"**. You will then be led to the functional group where the part is located and it will be highlighted in blue ready for you to add to the estimate if you so wish.



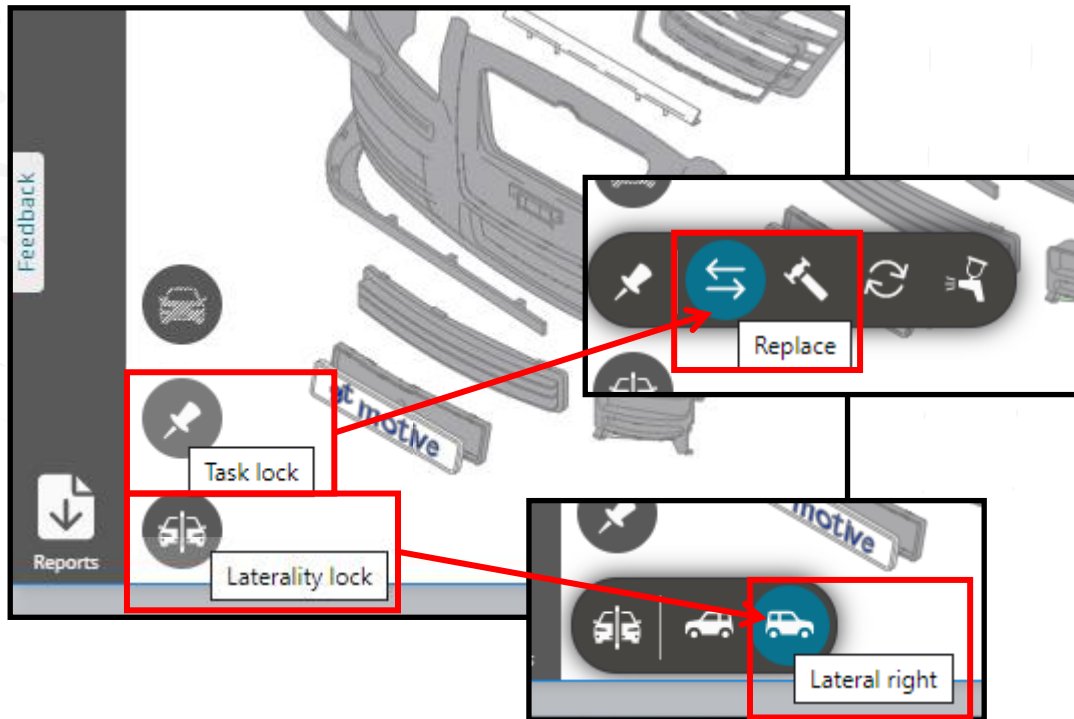
The Laterality and Task Lock Functions

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You can also use the “**Laterality**” and “**Task Lock**” Functions. Use these functions to lock which side of the vehicle you wish to work with and/or the task you wish to perform on each part.

When you apply the **laterality lock**, only those parts belonging to the locked side of the vehicle will be made available to avoid any possible mistakes in the estimate.

Also, to save time on creating the estimate, you can **lock the task** (When you know that all the parts you are going to select are going to be replacements for example). With the task function locked, by clicking on a part it will be added directly to the estimate with no further clicks.



Calculating an Estimate – The Results Screen (Part 1)

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Once all the operations have been included in the estimate, click on **"Calculate"**. At this point you will be led to the **Results Screen** with the summary of the parts and operations that have been included.

In addition, you can determine in the **"Job Status"** box whether the estimate you are sending is **"Job Status: Open"**, that is to say an **"advance"**, or **"Job Status: Closed"** if its the **final estimate**. Finally, click on the **"Send"** button for the estimate to be sent through to **GT GLOBAL**.

The screenshot shows the 'Estimate' screen for vehicle CLM822 (AUDI A1). The interface includes a left sidebar with icons for Vehicle, Equipment, Data, and Operations. The main area displays a table of parts and operations. A 'Job Status' box at the top right allows selecting 'Open' or 'Closed'. A 'Calculate' icon is located in the bottom left of the sidebar. A 'Send' button is in the top right corner. A 'Total breakdown' panel on the right shows a detailed cost breakdown. Annotations with arrows point to the 'Open/Closed' status box, the 'Calculate' icon, the 'Send' button, and the 'Total breakdown' panel.

Click here to declare the estimate **Open** or **Closed**.

Calculate icon.

Finally, click on the **"Send"** button for the estimate to be sent through to **GT GLOBAL**.

Click on the amount to deploy and contract the estimate **"breakdown"**.

Code	Description	Quantity	Price
82A941773A	Left headlamp	1.00	746.26
SEE PARTS BREAKDOWN	Left headlamp mounting kit	0.00	0.00
I WHT007527	REAR BOLT	1.00	0.75
I N 10512701	LOWER BOLT	2.00	0.51
I N 91256301	UPPER BOLT	2.00	0.43
I N 90931301	LOWER CLIP	2.00	0.98
	REAR NUT	1.00	4.41
	FRONT BOLT	1.00	0.27
	FRONT NUT	1.00	4.01
	Bonnet	1.00	
	Bonnet mounting kit	4.00	
	Left front wing	1.00	

Category	Amount
Parts	£1,163.40
Labour	£95.20
Paint	£497.38
Discount	£-263.40
Tax base	£1,492.58
Total excl. Excess	£1,492.58
Excess	£-150.00
Total	£1,342.58

Calculating an Estimate – The Results Screen (Part 2)

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From the [Results Screen](#) you can also **modify** an item or operation.

Click on the little **pencil icon** situated to the right of each line. A drop down menu will appear where you can modify the **part number**, **part description**, **quantity**, **price** and **apply an increase or discount** (I/D, I/D (%) fields):

The screenshot displays the 'Results Screen' for a vehicle (CLM822 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT). The table lists parts with columns for Code, Description, Quantity, Price, I/D, I/D %, and Total. A red box highlights the pencil icon for the first item, '82A941773A Left headlamp'. A blue box highlights the input fields for this item: Code, Description, Quantity, Price, I/D, and I/D (%). Arrows point from these fields to callout boxes at the bottom. A red box highlights the 'Accept' button.

Code	Description	Quantity	Price	I/D	I/D %	Total
82A941773A	Left headlamp	1.00	746.26	0.00	0.00	746.26
SEE PARTS BREAKDOWN						
I	WHT007527 REAR BOLT	1.00	0.75	0.00	0.00	0.75
I	N 10512701 LOWER BOLT	2.00	0.51	0.00	0.00	1.02
I	N 91256301 UPPER BOLT	2.00	0.43	0.00	0.00	0.86
I	N 90931301 LOWER CLAMP	2.00	0.98	0.00	0.00	1.96
I	WHT003214 REAR NUT	1.00				

Modify here the part number.

Modify here the description.

Modify here the quantity and price.

Apply an increase or discount by a fixed amount ("I/D" field) or by a percentage ("I/D(%)" field).



GT Global

Creating a Z-Manual Estimate

Creating a Z-Manual Estimate

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The **Z-Manual** function allows the User to create an estimate completely manually (With manual prices and labour times) for a vehicle that is not available in the GT Motive model data base.

Select from the Make field the make **Z-Manual**, and then select from the Model field the **type of vehicle it is**. Next enter the **real make and model of the vehicle**. You can then continue the estimate as usual where when you add an operation to the estimate, you'll be required to enter the prices and labour times manually.

Information

39 INNOCENTI | A112 | TESTREGNO

Estimate identification

Estimate No: 39

User code: GT MOTIVE UK - training - GtEstimate

Vehicle data

Miles: 0

Reg. No: TESTREGNO

VIN: AB12

Make: Z-MANUAL

Model: PASSENGER CAR (***)

INNOCENTI A112 - ZZ00201

Enter here the real make and model of the vehicle.

OPERATION MANAGEMENT

REPLACE - FULL LEFT HEADLAMP

Part code: EM6100L

Price (£): 135

Quantity: 1

Depreciation (%): 0

Cancel Accept

Select from the Make field the make **Z-Manual**, and then select from the Model field the **type of vehicle it is**.

You can then continue the estimate as usual where when you add an operation to the estimate, you'll be required to enter the prices and labour times manually.

Using Manual Paint System (Part 1)

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When using the **Z-Manual** function, or if you opt to do so in a normal estimate, you will need to use the **Manual Paint System**.

You can select the **Manual Paint** option from the **Paint** section of the **Data** Screen.

From this screen you can also set any **fixed amounts** for **paint**, **labour**, **labour time** and **paint materials**.

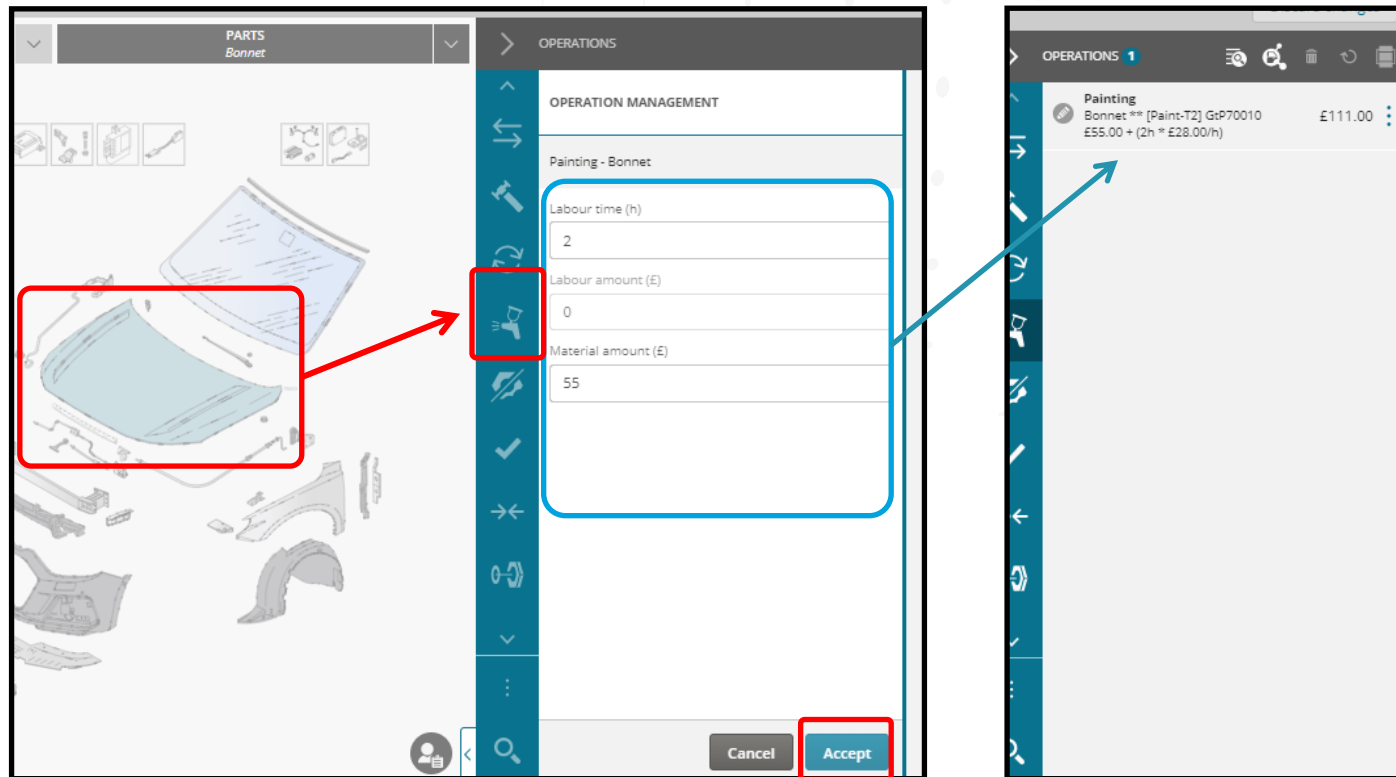
The screenshot shows the 'Manual Paint System' interface. On the left is a sidebar with icons for 'Vehicle', 'Equipment', 'Data', 'Operations', and 'Calculate'. The 'Data' icon is highlighted with a red box. The main area is titled 'Hourly labour rates' and contains a 'Paint' section (highlighted with a red box) and a 'System' section (highlighted with a red box). The 'System' section has three tabs: 'Manual', 'Manufacturer', and 'Without paint'. The 'Manual' tab is selected. Below the tabs, there are four input fields: 'Fix amount', 'Labour amount', 'Labour time', and 'Material amount'. Each field has a star icon and a text input box with the value '0'. A blue box highlights these four input fields, and a blue arrow points from a text box to the 'Fix amount' field. The text box contains the instruction: 'Enter any fixed amounts for paint, labour, labour time and paint materials here.'

Using Manual Paint System (Part 2)

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Alternatively, when using **Manual Paint**, you can either opt to enter the fixed paint amounts as shown in the previous slide, or you can enter the paint information when adding an operation to the estimate.

Select a part or panel and click on Paint, a slide-out menu will appear where you'll be required to enter the **Labour Time**, or **Amount** and the **Materials** amount:

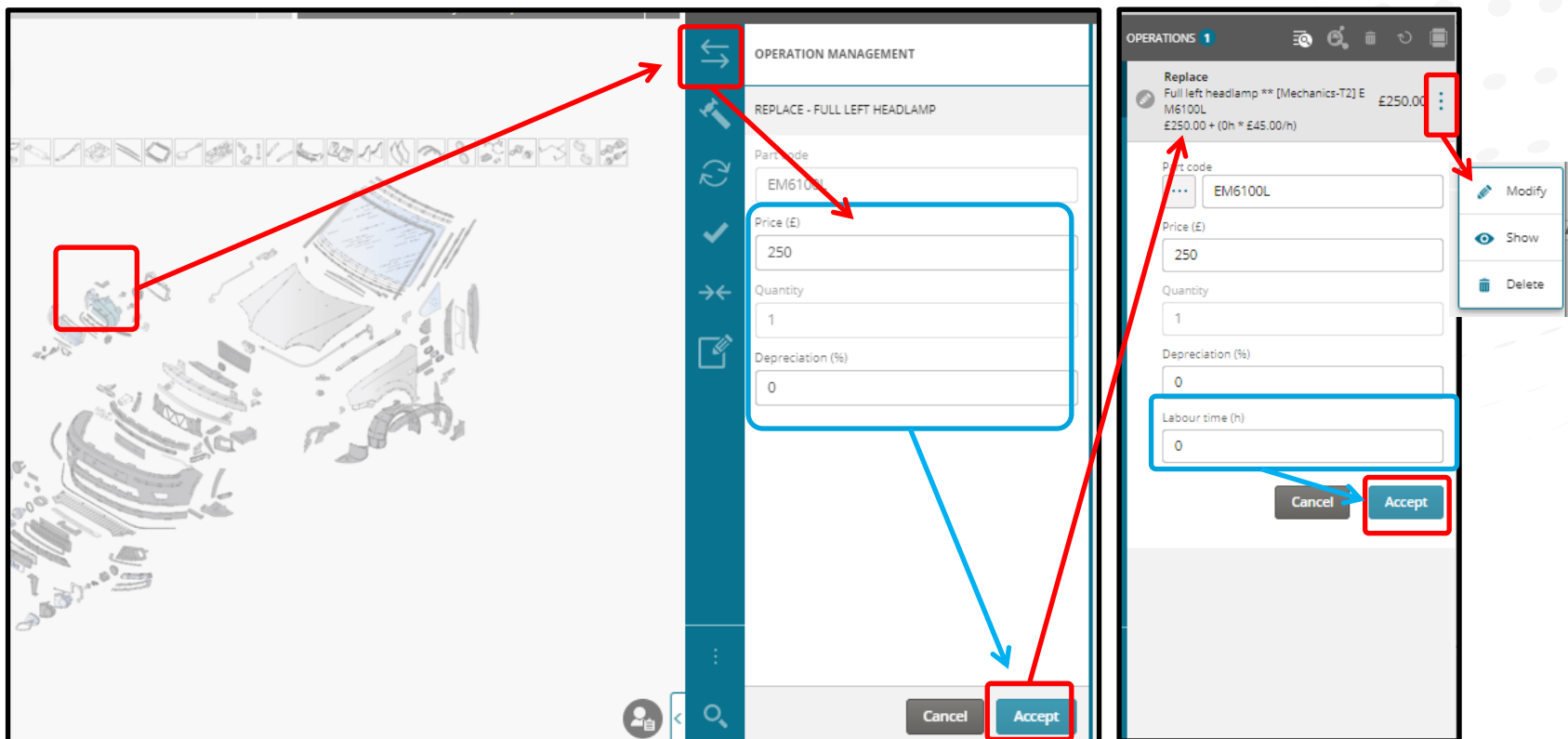


Adding a Part in a Z-Manual Estimate

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When adding a part in a **Z-Manual** estimate, you can do so in the same way as a normal estimate. Select the part and choose the task. You will be required to enter the part price.

To enter the Labour Time, **modify the operation once it's added to the operations list** and **enter the labour time**:





GT Global

Sending the Estimate to GT GLOBAL

Sending the Estimate to GT Global (Part 1)

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Once all the operations have been included in the estimate, and you have calculated it, click on the **"Send"** button for the estimate to be sent through to **GT GLOBAL**.

Calculate icon.

Finally, click on the "Send" button for the estimate to be sent through to GT GLOBAL.

Estimate

CLM822 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT | £1,342.58

Discard changes

Send

Total breakdown

Parts	£1,163.40
Labour	£95.20
Paint	£497.38
Discount	£-263.40
Tax base	£1,492.58
Total excl. Excess	£1,492.58
Excess	£-150.00
Total	£1,342.58

Code	Description	Quantity	Price
82A941773A	Left headlamp	1.00	746.26
SEE PARTS BREAKDOWN	Left headlamp mounting kit	0.00	0.00
I WHT007527	REAR BOLT	1.00	0.75
I N 10512701	LOWER BOLT	2.00	0.51
I N 91256301	UPPER BOLT	2.00	0.43
I N 90931301	LOWER CLAMP	2.00	0.98
I WHT003214	REAR NUT	1.00	4.41
		1.00	0.27
		1.00	4.01
		1.00	317.57
		4.00	0.60
		1.00	142.09

Sending the Estimate to GT Global (Part 2)

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Once you click on the Send icon situated within **GT Estimate**, the estimate information will be sent through to **GT GLOBAL** and the **Estimate Management Card** will be updated as below.

The screenshot shows the GT Global interface for a claim. The top navigation bar includes the GT Global logo, a menu icon, the claim details 'PAUL SMITH | AUDI A1 (GB) SPORTBACK (18-) | TRAINING0000001', a status indicator 'In Progress', and the claim ID 'Claim Id: 6661'. The left sidebar contains navigation links: Instructions, Estimates (Active, In Progress, Authorised, Total Loss, Closed, All), Invoices, Training Repairer, and Help. The main content area is titled 'Estimates' and 'Estimate Information'. It features a profile card for PAUL SMITH, an Audi A1 (GB) Sportback (18-) Training Repairer, with a 'Send' button. Below this are tabs for Summary, Messages, Reports, and Activity. The Summary tab is active, showing details for the Policyholder (PAUL SMITH, MAIN STREET 345GRY MAIN TOWN, 123413 / PAULSMITH@GTMOTIVE.CO.UK), the Vehicle (AUDI A1 (GB) SPORTBACK (18-), VIN, Colour GREY), and the Claim (Insurance: GT Motive Insurance WP005, Claim: TRAINING0000001, Policy Number: TRAINING0000001, Excess: £200.00, Able to Authorise: Yes, Third Party Claim: No). A red box highlights the 'Estimate v.0.1' card, which shows the estimate value of £1,552.42, the estimator's name (Training Repairer), the company (GT Motive Insurance), the status (In Review (Rep.)), and the final indicator (No). To the right of the estimate card is a section for 'Attachments 7 Items' showing six images of the vehicle's damage.

Policyholder	Vehicle	Claim
Insured PAUL SMITH Address MAIN STREET 345GRY MAIN TOWN Contact 123413 / PAULSMITH@GTMOTIVE.CO.UK VAT Registered No	Vehicle AUDI A1 (GB) SPORTBACK (18-) imber Drivable Yes Mileage 35,000 Collection Required Yes VIN Colour GREY	Insurance GT Motive Insurance WP005 Claim TRAINING0000001 Policy Number TRAINING0000001 Courtesy Car Required Yes Able to Authorise Yes Excess £200.00 Third Party Claim No

Estimate v.0.1	Attachments 7 Items
£1,552.42 Estimator Training Repairer Eng. Company GT Motive Insurance Managed By Training Engineer Status 14/07/2021 03:46 PM In Review (Rep.) Final Indicator No	

A Closer Look at the Estimate Management Card

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Let's have a closer look at the information contained in the [Estimate Management Card](#):

The screenshot shows the 'Estimate v.0.1' card. It features a large blue total value of £1,552.42. Below this, it lists the Estimator as 'Training Repairer', the Eng. Company as 'GT Motive Insurance', and the Managed By as 'Training Engineer'. On the right side, there is a 'Modify' button with a pencil icon. Below the button is a green arrow icon with the number '0'. Further down, there is a 'Rules Warning' box with an orange border. Below that is a 'Status' box showing the date and time '14/07/2021 03:46 PM' and the status 'In Review (Rep.)' with a yellow dot. At the bottom right is a 'Final Indicator' box showing a crossed-out icon and the word 'No'. Five callout boxes with blue borders and arrows point to specific elements: 'Click here to access GT Estimate and modify the estimate if needed.' points to the 'Modify' button; 'Audit Rules Message. See section "Audit Rules".' points to the 'Rules Warning' box; 'Status of the Job. This will denote the status of the Job and where it is to be found in the Estimates Grid of GT GLOBAL.' points to the 'Status' box; 'Total Loss Indicator. This icon will be displayed depending on what you've established in the "Vehicle Attributes" area of GT Estimate. See section "The Estimate Data Screen".' points to the crossed-out icon in the 'Final Indicator' box; and 'Final Indicator will display "Yes" or "No" depending on whether you've declared the Estimate "Open" or "Closed". See section "Calculating the Estimate / The Results Screen".' points to the 'No' text in the 'Final Indicator' box.

Estimate v.0.1

£1,552.42

Estimator
Training Repairer

Eng. Company
GT Motive Insurance

Managed By
Training Engineer

Modify

Rules Warning

Status
14/07/2021 03:46 PM
● In Review (Rep.)

Final Indicator
No

Click here to access [GT Estimate](#) and [modify](#) the estimate if needed.

Audit Rules Message. See section ["Audit Rules"](#).

Status of the Job. This will denote the status of the Job and where it is to be found in the Estimates Grid of [GT GLOBAL](#).

Total Loss Indicator. This icon will be displayed depending on what you've established in the "Vehicle Attributes" area of GT Estimate. See section ["The Estimate Data Screen"](#).

Final Indicator will display "Yes" or "No" depending on whether you've declared the Estimate "Open" or "Closed". See section ["Calculating the Estimate / The Results Screen"](#).



GT Global

Audit Rules

A series of **Audit Rules** are set-up in **GT GLOBAL**.

When you send the estimate from **GT Estimate** to **GT GLOBAL**, the **Audit Rules** will check that the estimate has been created correctly. A message will appear in the **Estimate Management Card** with **"Rules Passed"** or **"Rules Warning"**:

Rules Passed

"Rules Passed": The estimate has passed the Audit Rules.

Rules Warning

"Warning": The estimate has **NOT** passed the Audit Rules*.

These **Audit Rules** will check the estimate created in **GT Estimate** with such things as:

- Whether any parts prices have been modified manually.
- Whether any labour times have been modified manually.
- That no mechanical parts have been added to the estimate.
- Any other rules or conditions that might be established by the Work Provider/Insurance Company.

* The result of the Audit Rules do NOT mean that the estimate is approved or not-approved. Even if a "Warning" message is obtained, you can still send the estimate to the Work Provider as shown for it to be addressed/reviewed by an Engineer.

If a **Warning** message appears when you send the estimate from [GT Estimate](#) to [GT GLOBAL](#), you can obtain further information of the Audit Rules that have not been complied with by clicking on the **Warning** icon of the [Estimate Management Card](#):

The screenshot shows the 'Estimate v.0.1' card. At the top left is the title 'Estimate v.0.1' with a folder icon. Below it is the large value '£1,552.42'. To the right of this value is a red-bordered box containing the text 'Rules Warning'. Further right is a green arrow icon with the number '0'. Below the main value, there are two columns of information. The left column lists: 'Estimator Training Repairer', 'Eng. Company GT Motive Insurance', and 'Managed By Training Engineer'. The right column lists: 'Status 14/07/2021 03:46 PM', 'In Review (Rep.)' with a yellow dot icon, and 'Final Indicator No' with a crossed-out flag icon. A 'Modify' button with a pencil icon is in the top right corner. A red arrow points from the 'Rules Warning' box to the 'Audit Rules' dialog box shown in the next image.

At this stage you can opt to **Modify** the estimate to make it comply with the Audit Rules or **Send** the Estimate anyway for it to be addressed/reviewed by an Engineer (See section ["Sending the Estimate to the Work Provider"](#)).

The screenshot shows a dialog box titled 'Audit Rules' with a close button (X) in the top right corner. Below the title is a section labeled 'Description'. Inside this section is a yellow warning triangle icon followed by the text: 'The part's paremeters of the estimate have been modified'. At the bottom of the dialog, the value '£2,473.08' is visible on the left and '7 Attachments' is visible on the right.



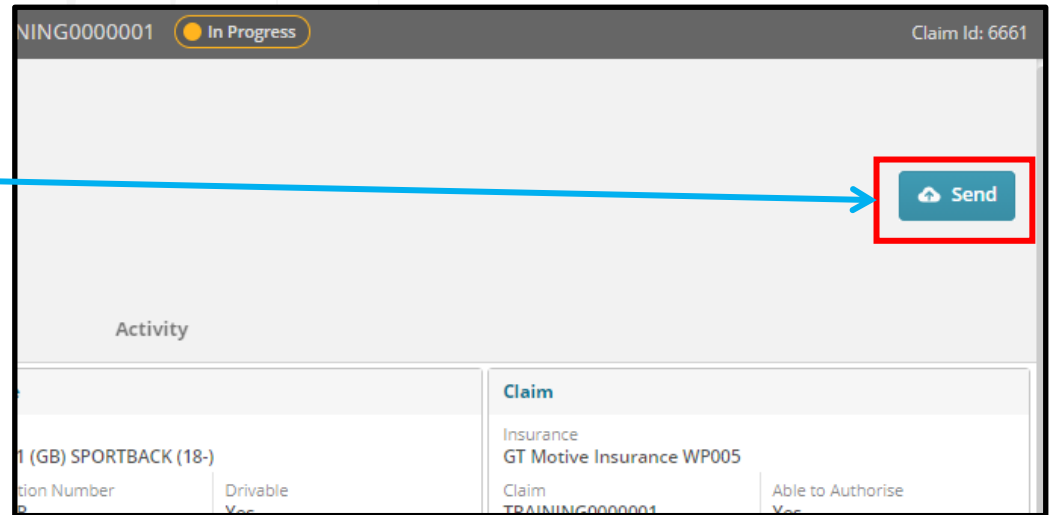
GT Global

Sending the Estimate to the
Work Provider

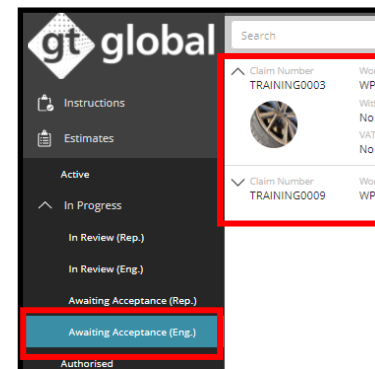
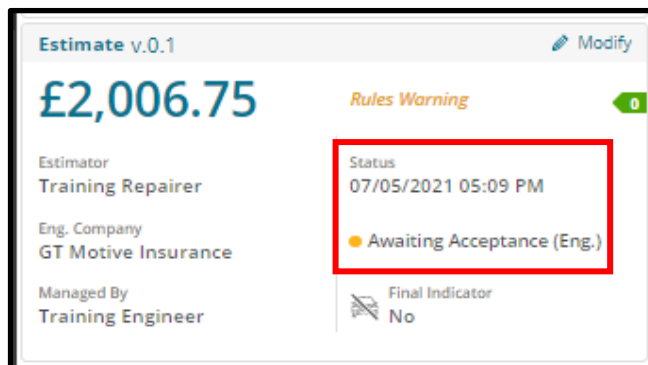
Sending the Estimate to the Work Provider

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To send the estimate and attachments to the Work Provider, click on the **"Send"** icon situated above to the right:

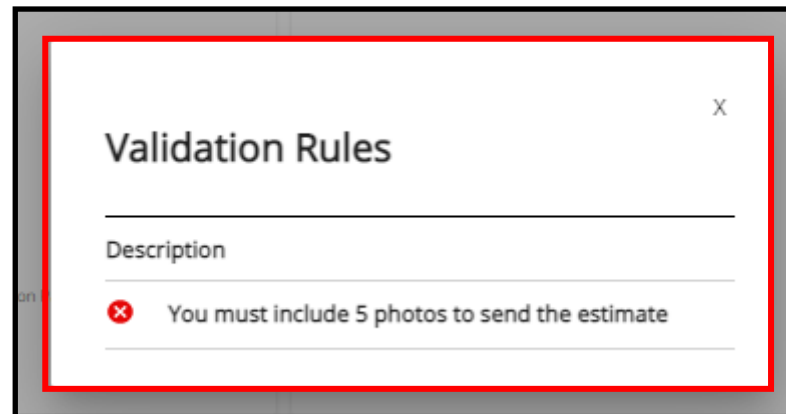


Once you've sent the estimate to the Work Provider, and depending on whether it's approved immediately or not, the Job can adopt an **"Awaiting Acceptance (Eng.)"** status, and the Job will be transferred to the **"Awaiting Acceptance (Eng.)"** area of the Estimates Grid:



When you send the Job/Estimate to the Work Provider, the Job/Estimate is run through what's called the **Validation Rules**, which will check for any **administrative Information** that might be incomplete.

In the below example the Job is lacking the minimum number of required photos:



To be able to send the Job/Estimate to the Work Provider, [you must complete/amend the administrative information specified in the message.](#)



GT Global

The Estimate has been Reviewed
by the Engineer

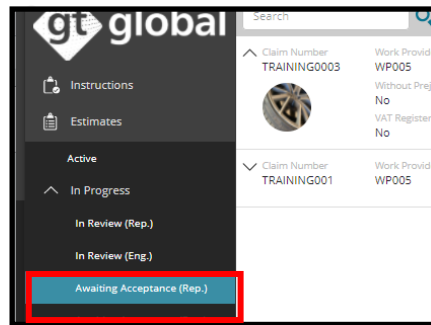
The Estimate has been **Reviewed by the Engineer (1)** [Back to the Index](#)

Once the Engineer has reviewed the Estimate, there are various scenarios that can occur:

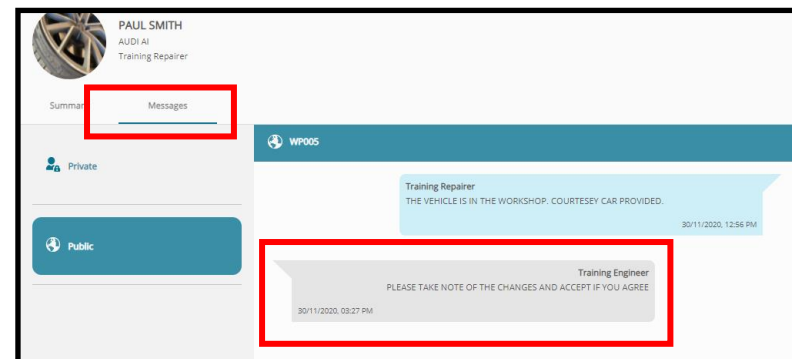
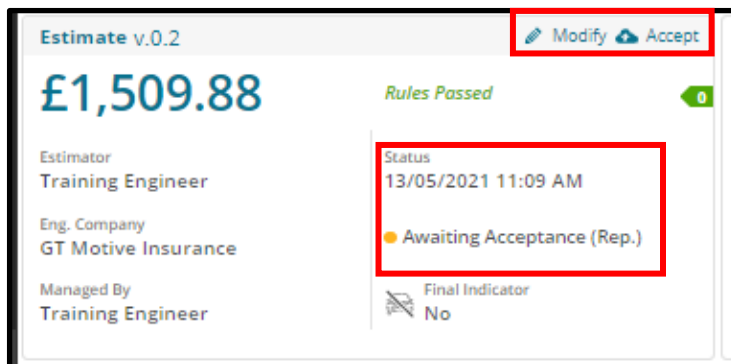
SCENARIO 1: MODIFY AND SHARE.

The Engineer may decide to [make changes and share those changes](#) for you to accept.

If this occurs, the Job will be transferred to the **"Awaiting Acceptance (Rep.)"** area of the [Estimates Grid](#).



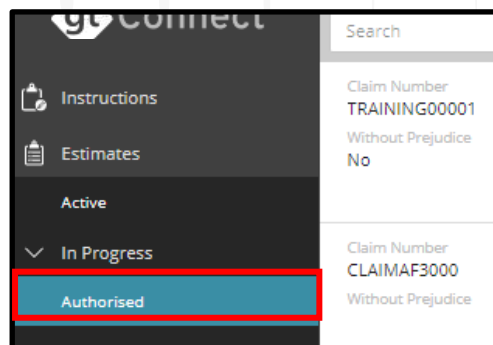
If you go to the [Estimate Management Card](#) you will see the new status of the estimate, and you will be able to [Accept](#) or [Modify](#) accordingly. The Engineer may have left a message for you when sharing his modifications, in which case you'll be able to read it in the messages tab:



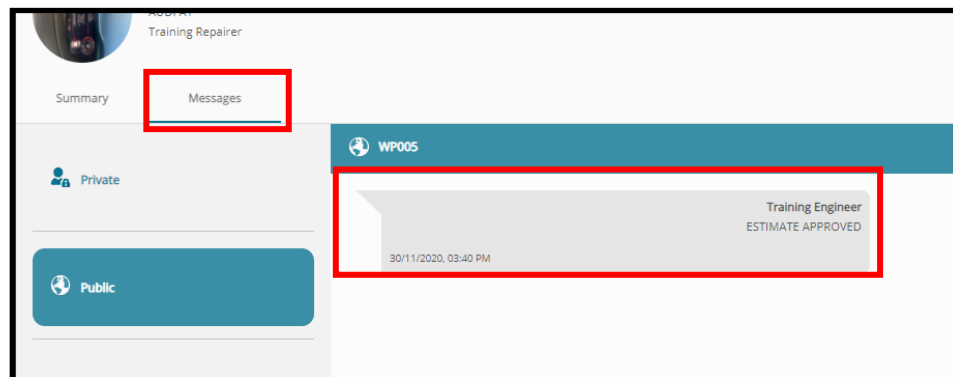
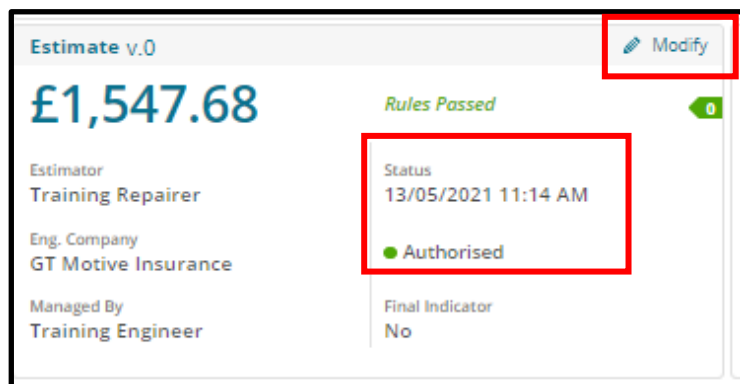
The Estimate has been **Reviewed by the Engineer (2)** [Back to the Index](#)

SCENARIO 2: MANUALLY APPROVED (WITH OR WITHOUT MODIFICATIONS).

The Engineer on the other hand, can also make changes (Or Not) and **"Manually Approve"** the Estimate, in which case the Job will be transferred to the **"Authorised"** area of the [Estimates Grid](#):



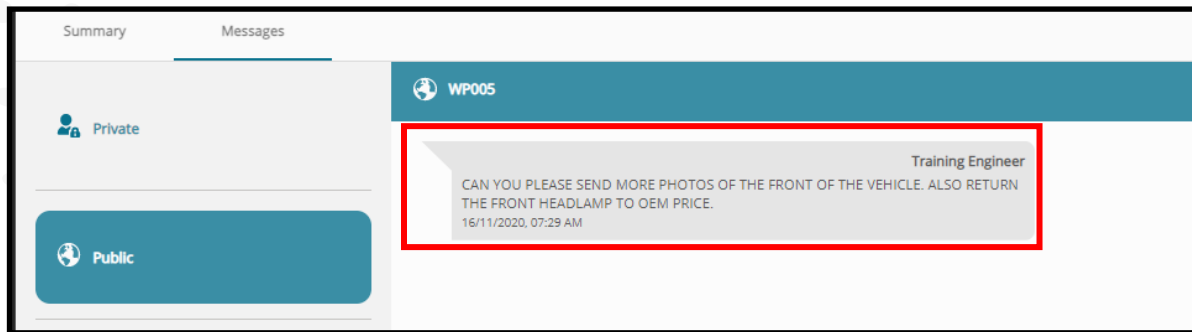
In these cases, the [Estimate Management Card](#) will show the new status as **"Authorised"** and you will not be required to accept. You may **"Modify"** the estimate nonetheless, and as before, the Engineer may have left a message for you when authorising the Job, in which case you'll be able to read it in the messages tab:



The Estimate has been **Reviewed by the Engineer (3)** [Back to the Index](#)

SCENARIO 3: THE ENGINEER ASKS YOU TO RESEND THE ESTIMATE.

The Engineer can also ask you to **"Resend"** the Estimate. In these cases the Job will be transferred to the **"Awaiting Acceptance (Rep.)"** area of the **Estimates Grid**, and will be accompanied by a message from the Engineer with instructions regarding the modifications or amendments you should carry out:



The **Estimate Management Card** will show the new status as **"Awaiting Acceptance (Rep.)"** and you should **"Modify"** the estimate following the Engineer's instructions and **Resend** the Estimate again for his review:



Modifying the Estimate (Part 1)

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To modify the estimate click on "Modify" within the **Estimate Management Card**:

Estimate v.0.2
£1,509.88
Rules Passed
Status: 13/05/2021 11:09 AM
Awaiting Acceptance (Rep.)
Final Indicator: No

Estimator: Training Engineer
Eng. Company: GT Motive Insurance
Managed By: Training Engineer

Click here to access GT Estimate and **modify** the estimate if needed.

Remember to **Calculate** the estimate once you've made the changes and "**Send**" it to GT GLOBAL.

Vehicle: ZU03022010011 TOYOTA | AVENSIS (L) 4/5D/WAGON (03-09) | D-4D T4 | RA06VP |
FUNCTIONAL GROUP: FRONT EXT BODYWORK
PARTS: Bonnet
OPERATIONS: 1

Replace Left headlamp ** [Panel-T1] B117 £235.92
005163 £183.92 + (1.30h * £40.00/h)

PAUL SMITH | TRAINING0003
Estimate: CLM822 AUDI | A1 (GB) SPORTBACK (18-) | SPORTBACK TFSI SPORT |
Discard changes £1,342.58 **Send**

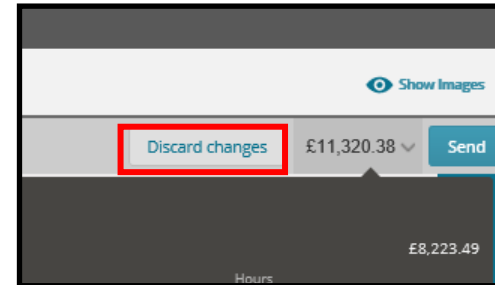
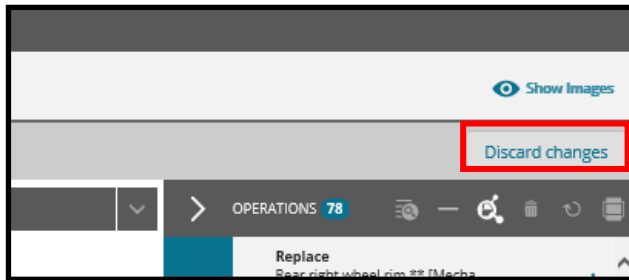
Code	Description	Quantity	Price
02A941773A	Left headlamp	1.00	235.92
SEE PARTS BREAKDOWN	Left headlamp mounting kit	2.00	0.00
WH0070527	REAR BOLT	1.00	0.75
N 10812701	LOWER BOLT	2.00	0.51
N 9125631	UPPER BOLT	2.00	0.43
N 90981301	LOWER CLAMP	2.00	0.98
WH003214	REAR NUT	1.00	4.41
N 91097001	FRONT BOLT	1.00	0.27
50941141	FRONT NUT	1.00	4.01
02A823029C	Bonnet	1.00	317.57
N 90798805	Bonnet mounting kit	4.00	0.60
02A8210201	Left front wing	1.00	142.09

Total breakdown:
Parts: £1,163.40
Labour: £95.20
Paint: £497.38
Discount: -£263.40
Tax base: £1,492.58
Total excl. Excess: £1,492.58
Excess: -£150.00
Total: £1,342.58

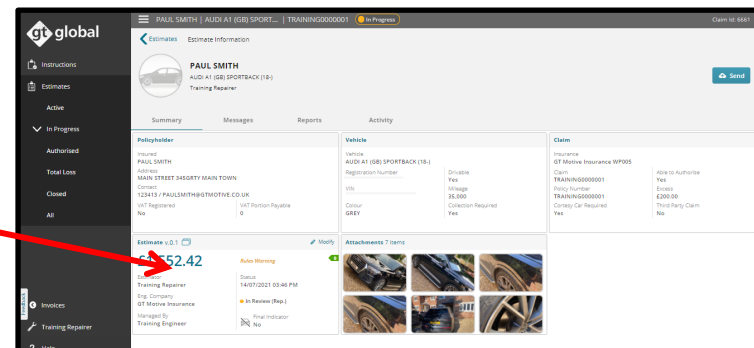
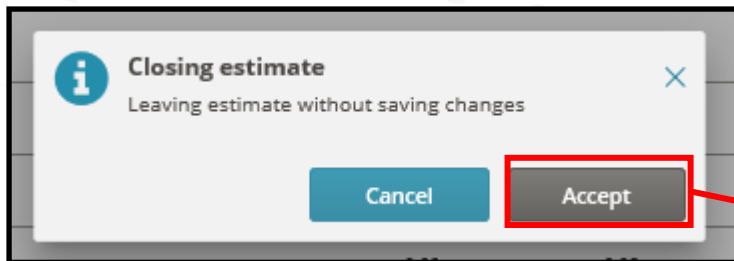
Modifying the Estimate (Part 2)

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If you access the graphics to modify the estimate but finally decide to leave the estimate as it is, you can **discard** the changes you've made by clicking on **"Discard Changes"** above to right, be it from the Operations Selection Screen or from the Results Page:



A message will appear for you to confirm that you wish to discard the changes you've made and you'll be led back to the Estimate Management Card and the global view of the Job:





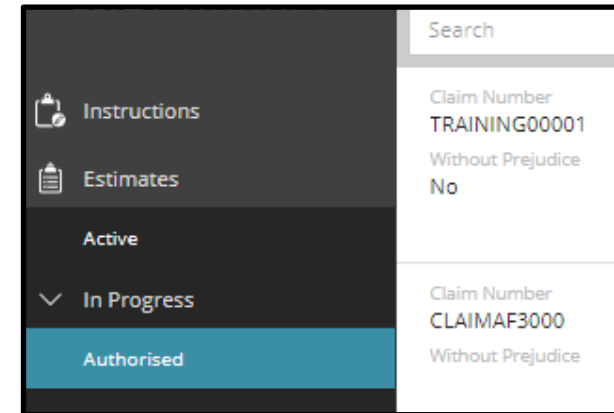
GT Global

The Estimate is Approved / The
Authority Note

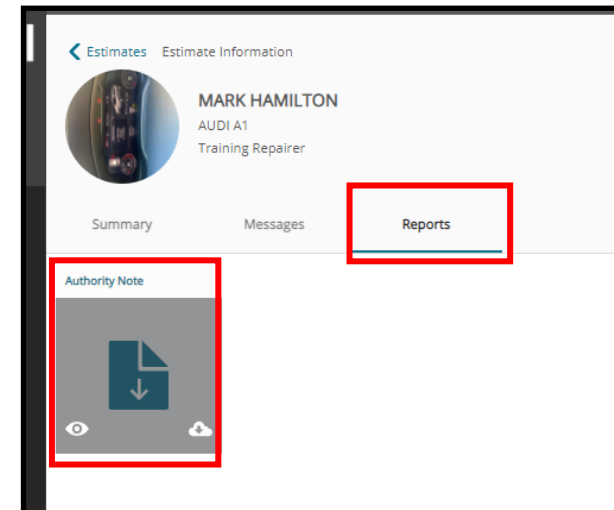
| The Estimate is Approved / The Authority Note

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When a Job is Authorised, as we've explained before, the Job will be transferred to the **"Authorised"** area of the [Estimates Grid](#):



When this happens from the **"Reports" Tab** you'll be able to download the **Authority Note** among other necessary documents:





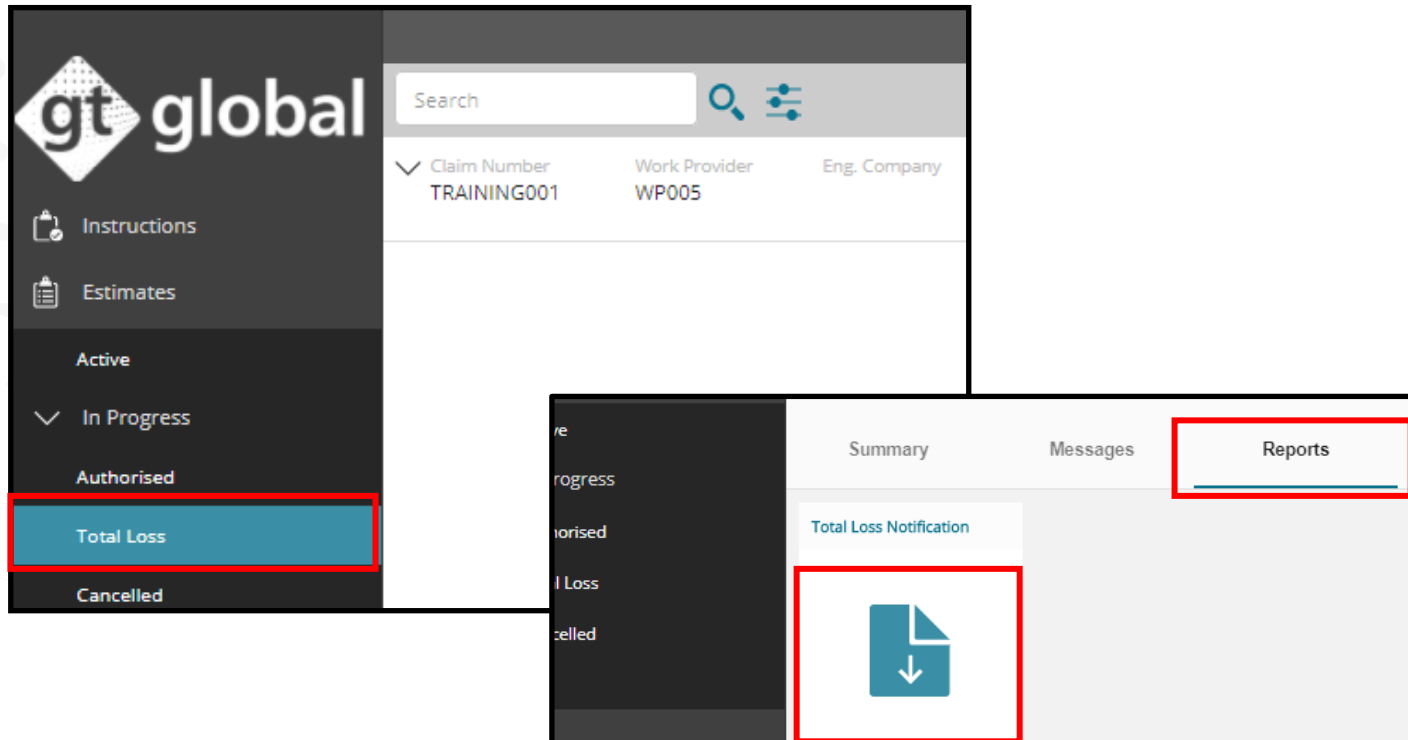
GT Global

Jobs that are Declared a Total Loss

Jobs that are Declares a Total Loss

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If a Job is declared a **Total Loss** by the **Engineer**, the Job will be transferred to the **Total Loss** area of the **Estimates Grid**, and from within the Assignment you can download the **Total Loss Notification** from the **Reports Tab**:



Once this happens, any **Inherited Costs** or **Total Loss Costs** will be managed as indicated by each Work Provider.



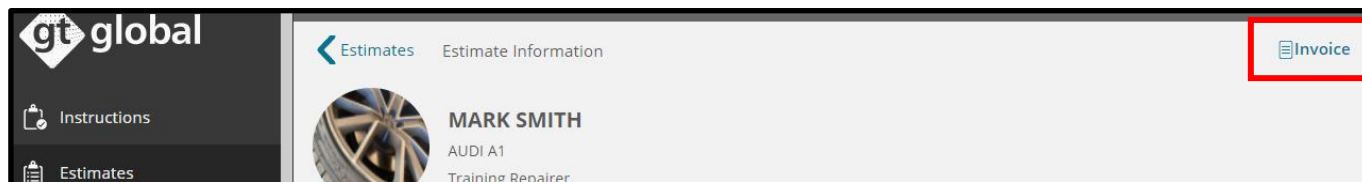
GT Global

The Invoicing Module

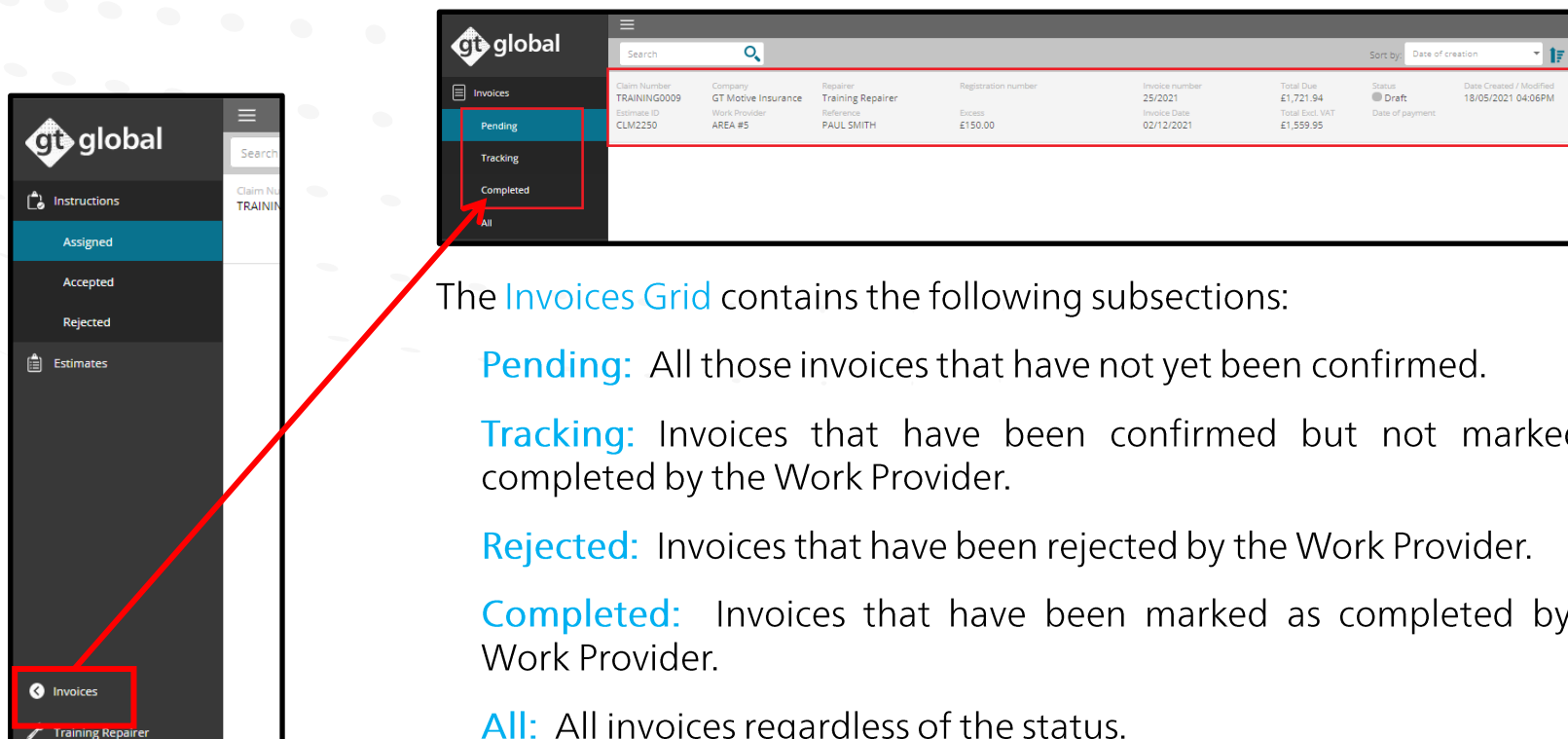
The Invoicing Module

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Once a Job is authorised, to invoice it you must first click on the **"Invoice"** icon within the claim above to the right:



Next go to the **"Invoices"** section where you'll be led to the Invoices Grid with the sections for **"Pending"**, **"Tracking"** and **"Completed"** invoices:



The **Invoices Grid** contains the following subsections:

Pending: All those invoices that have not yet been confirmed.

Tracking: Invoices that have been confirmed but not marked as completed by the Work Provider.

Rejected: Invoices that have been rejected by the Work Provider.

Completed: Invoices that have been marked as completed by the Work Provider.

All: All invoices regardless of the status.

Confirming the Invoice (Part 1)

[Back to the Index](#)

Click on the invoice you wish to confirm from the list to open (Remember that for the Jobs to appear here in the **Pending** section, you must first click on the **"Invoice"** icon as explained in the previous slide).

The screenshot shows the GT Global interface. On the left is a sidebar with a menu: Invoices, Pending, Tracking, Completed, and All. The 'Pending' section is highlighted. The main area displays a table of pending invoices. A red box highlights the first invoice in the table, which is for 'TRAINING0009' with an 'Invoice number' of '25/2021'. An arrow points from this invoice to a larger, detailed view of the same invoice. In the detailed view, a red box highlights the 'Invoice number' (25/2021), 'Invoice Date' (12/2/2021), and 'Tax Point' (12/2/2021) fields. Below these fields, a blue box highlights the 'Invoice' tab, which is selected. The 'Invoice' tab shows a table of items with descriptions and amounts. The table includes 'Total' (£1,514.95), 'Additional Charges' (£45.00), 'Deductions' (-£0.00), 'Total Excl. VAT' (£1,559.95), 'VAT@20%' (£311.99), 'Invoice Total' (£1,871.94), 'Total Customer Responsibility' (-£150.00), and 'Total Due' (£1,721.94). At the bottom of the detailed view, there are 'Cancel' and 'Confirm' buttons.

Claim Number	Company	Repairer	Registration number	Invoice number	Total Due	Status	Date Created / Modified
TRAINING0009	GT Motive Insurance	Training Repairer		25/2021	£1,721.94	Draft	18/05/2021 04:06PM
Estimate ID CLM2250	Work Provider AREA #5	Reference PAUL SMITH	Excess £150.00	Invoice Date 02/12/2021	Total Excl. VAT £1,559.95	Date of payment	

Enter the **Invoice number**, **Invoice Date** and **Tax point** date.

In the **"Invoice"** section you can review the figures and amounts of the invoice.

Item Description	Amount
Total	£1,514.95
Invoice Total	
Additional Charges	£45.00
Deductions	-£0.00
Total Excl. VAT	£1,559.95
VAT@20%	£311.99
Invoice Total	£1,871.94
Total Customer Responsibility	- £150.00
Total Due	£1,721.94

Confirming the Invoice (Part 2)

[Back to the Index](#)

In the "Details" section you can review the various claim and VAT details, addresses, etc...

The screenshot shows the 'Draft' invoice confirmation screen for GT Motive Insurance. The top header includes 'Company: GT Motive Insurance | Supplier: Training Repairer | Created by: trainrepairer | Date of creation: 12/02/2021 10:26'. Below this are input fields for 'Invoice number' (25/2021), 'Invoice Date' (12/2/2021), and 'Tax Point' (12/2/2021). A navigation bar contains 'Invoice', 'Detail', 'Attachments', 'Summary', and 'Messages' tabs. The 'Detail' tab is active, showing 'VAT Detail' (Registered Business Address, Repair Site Address, Billing Address), 'Claim Summary' (Claim Number, Claim Reference, Estimate ID, Policy Number, Excess, VAT Reg.), 'Reference Name' (PAUL SMITH), 'Engineer Reference' (Training Engineer), and 'Vehicle' (Make: AUDI, Model: A1, Registration number). A callout box points to the 'Detail' tab with the text: 'Use the Attachments section to add any documents and the Messages section to write any messages you may need to send.' Another callout box points to the 'Attachments' tab with the text: 'Finally, once you've reviewed all the invoicing information, click on "Confirm" to confirm the invoice.' A third callout box points to the 'Messages' tab with the text: 'Use the Attachments section to add any documents and the Messages section to write any messages you may need to send.' A fourth callout box points to the 'Confirm' button with the text: 'Finally, once you've reviewed all the invoicing information, click on "Confirm" to confirm the invoice.'

Company: GT Motive Insurance | Supplier: Training Repairer | Created by: trainrepairer | Date of creation: 12/02/2021 10:26

Invoice number: 25/2021 | Invoice Date: 12/2/2021 | Tax Point: 12/2/2021

Invoice | **Detail** | Attachments | Summary | Messages | Download

VAT Detail

Registered Business Address: Training Repairer, 198 Uxbridge Rd, Shepherd's Bush, London, W12 7JP, VAT Id: 02568509

Repair Site Address: Training Repairer, 198 Uxbridge Rd, Shepherd's Bush, London, W12 7JP

Billing Address: GT MOTIVE, S.L. AREA #5, Shepherd's Bush, London, VAT Id: B15500382

Claim Summary

Claim Number: TRAINING0009 | Claim Reference: TRAINING0009 | Estimate ID: CLM2250

Policy Number: TRAINING0009 | Excess: 150 | VAT Reg.: No

Reference Name: PAUL SMITH | Engineer Reference: Training Engineer

Vehicle

Make: AUDI | Model: A1 | Registration number:

Created by: | Message: | Date of Message: | Send Message

25/2021 | 12/2/2021 | X

Invoice | Detail | **Attachments** | Summary | Messages | Upload

Cancel | **Confirm**

Finally, once you've reviewed all the invoicing information, click on "Confirm" to confirm the invoice.

Tracking the Invoice

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Once you've confirmed the invoice it will be transferred to the "Tracking" tab, from where you can see it is in a "Pending Status" until it's accepted by the Work Provider:

The screenshot displays the GT Global application interface. On the left, a sidebar menu includes 'Invoices', 'Pending', 'Tracking' (highlighted with a red box), 'Completed', and 'All'. A red arrow points from the 'Tracking' tab to a table of invoices. The table has columns for Claim Number, Company, and Estimate ID. One invoice is listed: TRAINING0008, GT Motive Insurance, and CLM2231. A blue box highlights this row. A blue arrow points from this row to a larger view of the invoice summary. The summary view shows the company 'GT Motive Insurance' and supplier 'Training Repairer'. It includes fields for Invoice number (12458/85), Invoice Date (12/2/2021), and Tax Point (12/2/2021). A 'Summary' tab is selected and highlighted with a red box. Below the tabs, a message states: 'The invoice is pending to be reviewed by the company.' with a table showing the user 'trainrepairer' and the date '12/02/2021 10:04'. A red box highlights this message. A blue arrow points from this message to a 'Pending' status indicator in the top right corner of the summary view, which is also highlighted with a red box. A blue callout box at the bottom contains the text: 'In the "Summary" section you can see the status of the invoice.'

Claim Number	Company	Estimate ID
TRAINING0008	GT Motive Insurance	CLM2231

Company: GT Motive Insurance | Supplier: Training Repairer | Created by: trainrepairer | Date of creation: 12/02/2021 10:03

Invoice number: 12458/85 | Invoice Date: 12/2/2021 | Tax Point: 12/2/2021

Invoice | Detail | Attachments | **Summary** | Messages | Download

The invoice is pending to be reviewed by the company.

User	Date
trainrepairer	12/02/2021 10:04

Pending

In the "Summary" section you can see the status of the invoice.

The Invoice has been Completed

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Once the invoice has been accepted by the Work Provider, it will be transferred to the “Completed” tab, from where you can see it is in a “Completed” status:

The screenshot displays the GT Global Invoices interface. On the left, a sidebar menu shows 'Invoices' with sub-tabs: 'Pending', 'Tracking', 'Completed' (highlighted with a red box), and 'All'. A red arrow points from the 'Completed' tab to the main content area. The main content area shows a search bar and a table of invoices. One invoice is highlighted with a blue box, showing details: Claim Number TRAININZONE99, Company GT Motive Insurance, Estimate ID CLM3903, and Work Provider WP005. Below this, a larger window displays the 'Summary' section of an invoice. The 'Summary' tab is highlighted with a red box. The status 'Completed' is shown in a red box at the top right. A blue arrow points from the 'Summary' tab to a text box at the bottom. Another blue arrow points from the 'Completed' status to the same text box. The text box contains the following information:

The invoice process has been completed correctly.	
User	Date
trainengineer	12/02/2021 12:55
Substatus	
Invoiced by provider	
Payment	
19/02/2021	

In the “Summary” section you can see the status of the invoice.



GT Global

Other Useful Functions

Reviewing the Estimate Report

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Click on the estimate amount in the [Estimate Management Card](#) to review the [GT Estimate Report](#) if you wish. Click on **"Modify"** to modify the estimate if required. You can return to the job overview from the estimate report area by clicking on **"Done"**.

The screenshot displays the GT Global Estimate Management interface. On the left is a sidebar with navigation options: Instructions, Estimates (Active, In Progress, In Review (Rep.), In Review (Eng.), Awaiting Acceptance (Rep.), Awaiting Acceptance (Eng.), Authorised, Total Loss, Cancelled, All), and Invoices. The main area shows the 'Estimate v.1.2' report for a vehicle. The estimate amount, **£1,552.75**, is highlighted with a red box. A red arrow points from this box to the 'Modify' button in the top right corner of the report area. The report includes sections for Estimate Details, Vehicle Details, and Attachments. The bottom right section shows policy and claim information.

Estimate Details	
Job Status	Open
Estimate ID	CLM1720
Calc./Modif. Date	13/05/2021 10:18:47

Vehicle Details	
Miles	45,000
Make - Model	AUDI A1 (08) SPORTBACK (16-)
Model Variant	SPORTBACK TFSI SPORT
Manufacturer Colour Code	LB84
Registration No	21-02-2019
VIN	AU03401
Source	VinQuery

Attachments 8 items	

Policy and Claim Information	
Policy Number	TRAINING00098
Third Party Claim	No
Courtesy Car Required	Yes

Reviewing the Estimate History of the Job

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From the **GT Estimate Report** page click on “**Estimates**” above to the left to access the **Estimate history** of the Job:

The screenshot displays the GT Global interface for reviewing the estimate history of a job. The sidebar on the left contains navigation options: Instructions, Estimates, Active, In Progress, In Review (Rep.), In Review (Eng.), Awaiting Acceptance (Rep.), Awaiting Acceptance (Eng.), Authorised, Total Loss, Cancelled, and All. The main content area shows the Estimate Details for Version 0.2, with a total of £1,198.29. Below this, the Vehicle Details section shows the job status as Closed, Estimate ID as 101522, and Calc./Modif. Date as 30/11/2020 15:20:33. The Job Overview section shows the current estimate of £1,198.29, Version 0.2, with a status of Awaiting Acceptance (Rep.) and a compliance status of Passed. The Previous Version section shows the previous estimate of £1,573.72, Version 0.1, with a status of Awaiting Acceptance (Eng.) and a compliance status of Warning. A red arrow points from the 'Estimates' link in the sidebar to the 'Estimates' tab in the Job Overview section. A blue arrow points from a callout box to one of the estimate icons in the Previous Version section.

Click on any of these icons to see the specific estimate report.

Reviewing the **Changes Between Estimates (Part 1)**

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In the Estimate history page, you can click on **“View Changes”** to bring up a detailed and easy to understand report of the differences between this and the previous estimate:

The screenshot shows the GT Global interface for a job titled 'PAUL SMITH | AUDI A | TRAINING0003'. The main section displays the current estimate with a value of £1,198.29, Version 0.2, and a status of 'Awaiting Acceptance (Rep.)'. A red box highlights the 'View Changes' button. Below this, the 'Previous Version' is shown with a value of £1,573.72 and a status of 'Awaiting Acceptance (Eng.)'. A red arrow points from the 'View Changes' button to a 'Delta Report' window. A blue box with an arrow points to the 'Delta Report' window, containing the text: 'View here the “Delta Report” with the differences between this and the previous estimate.'

Delta Report

Common Data

Delta Report Creation Date	30/11/2020 17:24:07
Make	AUDI
Model	A1 (GB) SPORTBACK (18-)
UMC	AU03401

General data

Item	Original estimate	Modified estimate
Estimate number	CLM822	CLM822
User Id	afernandez	afernandez
Profile	21	21
State	Closed	Closed
Plate number		
VIN		
Calculation date	30/11/2020 15:57:21	30/11/2020 16:26:25
Fare Date	16/11/2020	16/11/2020
Paint System	AZT	AZT
Paint Type	Basecoat	Basecoat
Paint Finish Type	2-Coat	2-Coat
Paint Constant	False	False

Parts

Deleted

Code	Description	Units	Price	I/D	I/D %	Total
82A823029C	Bonnet	1	317.57	0	0	317.57

Added

Modified

Code	Description	Units	Price	I/D	I/D %	Total
82A941773A	Left headlamp	1	850	0	0	850
82A941773A	Left headlamp	1	746.26	0	0	746.26

Reviewing the **Changes Between Estimates (Part 2)**

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You can also “**View Changes**” between the different versions of the estimate from first to last by going to the **Estimate Report** page. Down below to the right you can select what versions of the estimate you would like to compare and click on “**View Changes**”:

Estimate Details

Job Status: Closed
Estimate ID: CLM822
Calc./Modif. Date: 30/11/2020 15:26:33

Vehicle Details

Miles: 35,000
Make - Model: AUDI A1 (GB) SPORTBACK (18-)
Model Variant: SPORTBACK TFSI SPORT
Manufacturer: LB9A
Colour Code:
Registration No:

Vehicle Condition

Start Date:
Type of Damage:
Severity of Damage:
General:
Rear Left:
Rear:
Rear Right:
Main impact direction:

Delta Report

Common Data

Delta Report Creation Date	30/11/2020 17:24:07
Make	AUDI
Model	A1 (GB) SPORTBACK (18-)
UMC	AU03401

General data

Item	Original estimate	Modified estimate
Estimate number	CLM822	CLM822
User Id	afernandez	afernandez
Profile	21	21
State	Closed	Closed
Plate number		
VIN		
Calculation date	30/11/2020 15:57:21	30/11/2020 16:26:25
Fare Date	16/11/2020	16/11/2020
Paint System	AZT	AZT
Paint Type	Basecoat	Basecoat
Paint Finish Type	2-Coat	2-Coat
Paint Constant	False	False

Parts

Deleted

Code	Description	Units	Price	I/D	I/D %	Total
82A823029C	Bonnet	1	317.57	0	0	317.57

Added

Code	Description	Units	Price	I/D	I/D %	Total
82A941773A	Left headlamp	1	850	0	0	850
82A941773A	Left headlamp	1	746.26	0	0	746.26

Select the versions of the estimate you would like to compare and click on “**View Changes**” to see the the “**Delta Report**” with the differences between this and any of the previous estimates.

View Changes

Version 0.2
Version 0.1

Version 0.2
Version 0.1

Viewing the Photos Whilst Reviewing the Estimate

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When reviewing the [GT Estimate Report](#) click on **"Show Images"** to be able to view the photos simultaneously with the report. You can also do the same from within [GT Estimate](#):

The screenshot displays the GT Global web application interface. On the left is a sidebar with navigation options: Instructions, Estimates, Active, In Progress, In Review (E), In Review (E), Awaiting Ac, Awaiting Ac, Authorised, Total Loss, Cancelled, and All. Below this is a 'Feedback' button and a 'Logout' button. The main content area is divided into two panels. The top panel shows a large photo of a dark blue car, labeled 'IMG_2292.jpg', with a 'Download' button. The bottom panel shows an estimate report for 'Version 0.2' with a total value of '£1,198.29'. The report includes a status of 'Awaiting Acceptance (Rep.)', a system of 'GT Estimate', and an estimator of 'Training Engineer'. It also shows a compliance status of 'Passed'. A red box highlights the 'Show Images' button in the top right corner of the report panel. Another red box highlights the 'Show Images' button in the bottom right corner of the report panel. Red arrows point from these buttons to the car photo in the top panel. The bottom panel also shows a list of operations with their respective costs and a 'VIN Query' section.

OPERATIONS	Cost
Painting Bonnet - Damage Level Surface - Paint Method Removed part ** [P ain-T2] 55227952 (1.20h * £33.00/h)	£39.60
Replace Front left wing mounting kit *** [M echanics-T2] 500898625 £11.69 + (0h * £33.00/h)	£11.69
Replace Left front wing *** [Panel-T2] 5G08 21105A £450.00 + (0.20h * £33.00/h)	£456.60
Painting Left front wing - Damage Level Ne w Part - Paint Method Mounted p art *** [Paint-T2] 50556100 (0.20h * £33.00/h)	£19.80

The Activity Log

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In the **Activity Log** tab you can see the complete history of the Claim with all the steps that have been taken, including dates, times, amounts, etc...:

The screenshot displays the 'Activity Log' tab for a claim. The left panel shows the 'Estimate Information' for 'PAUL SMITH', an 'AUDI A1 (GB) SPORTBACK (18-)' vehicle, and the 'Training Repairer'. The right panel shows a timeline of events for 'Wednesday, 14/07/2021'.

Estimate Information:

- Policyholder:** Insured PAUL SMITH, Address [redacted]
- Vehicle:** Vehicle AUDI A1 (GB) SPORTBACK (18-), Registration Number [redacted], Delivery [redacted]

Activity Log Timeline:

- 04:11 PM:** Claim Status **Completed**
Company: GT Motive Insurance, Claim Number: TRAINING0000001, Work Provider: WP005
- 04:11 PM:** Estimate Status **Authorised** **£1,442.02**
Version: 0, Family Number: 0, Gross Total: £1,442.02
Status: Authorised, Engineering Company: GT Motive Insurance, Managed By: Training Engineer
Substatus: -, Reason for rejection: -
- 04:09 PM:** Audit Rules **Rules Passed**
Version: 0.2, Family Number: 0, Compliance: Rules Passed
- 04:09 PM:** Estimate Calculation **v.0.2 £1,442.02**
Version: 0.2, Family Number: 0, Gross Total: £1,442.02
Estimator: Training Engineer, Engineering Company: GT Motive Insurance, Managed By: Training Engineer
- 04:09 PM:** Estimate Status **In Progress** **v.0.1 £1,552.42**

Declaring the Job as Final

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Under some circumstances the Work Provider **may require you to declare the Job as “Final”**, that is to say, that it is your final estimate regarding what you consider the repairs to the vehicle should be.

You can do this by **marking the “Final” check** in the upper area of the job management screen:

The screenshot displays the GT Motive job management interface. At the top, a navigation bar shows the job status as 'In Progress' and a 'Final' toggle switch, which is highlighted with a red box and a red arrow pointing to a larger, detailed view of the toggle. The main content area is divided into sections: 'Estimates' (with a sub-section 'Estimate Information'), 'Summary', 'Messages', 'Reports', and 'Activity'. The 'Estimate Information' section shows the job details for MARK SMITH, AUDI A1, Training Repairer. The 'Summary' section displays the 'Policyholder' information (Insured: MARK SMITH, Address: LONG STREET 123FRT LONG CITY, Contact: 23435345 / MARKSMITH@GTMOTIVE.COM) and the 'Vehicle' information (Vehicle: AUDI A1, Registration Number, VIN, Colour: BLUE, Mileage: 0, Collection Required: Yes). The 'Claim' section shows the insurance details (Insurance: GT Motive Insurance WP005, Claim, Policy Number, Courtesy Car Required: Yes, Able to Authorise: Yes, Excess: £200.00, Third Party Claim: No). The 'Estimate' section shows the total loss of £979.09 and a 'Rules Passed' status. The 'Attachments' section shows 6 items.

Policyholder	Vehicle	Claim
Insured MARK SMITH Address LONG STREET 123FRT LONG CITY Contact 23435345 / MARKSMITH@GTMOTIVE.COM	Vehicle AUDI A1 Registration Number VIN Colour BLUE Mileage 0 Collection Required Yes	Insurance GT Motive Insurance WP005 Claim Policy Number Courtesy Car Required Yes Able to Authorise Yes Excess £200.00 Third Party Claim No

Estimate v.0.1 Modify
Total Loss £979.09 Rules Passed

Attachments 6 items



Thank You



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