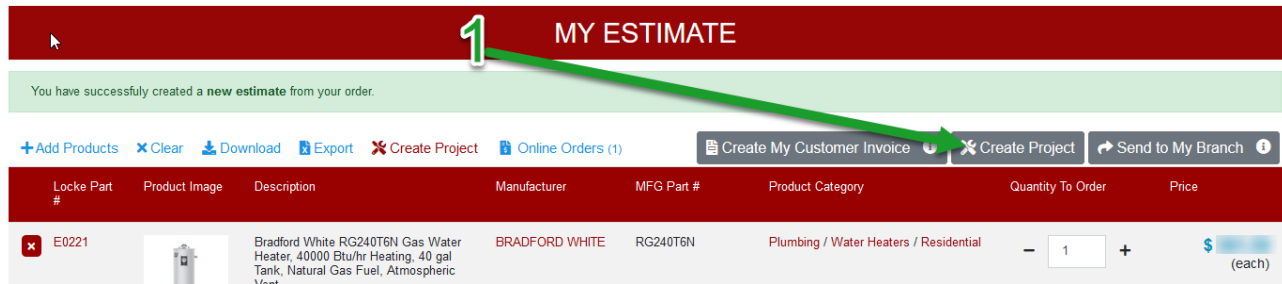


# My Saved Projects

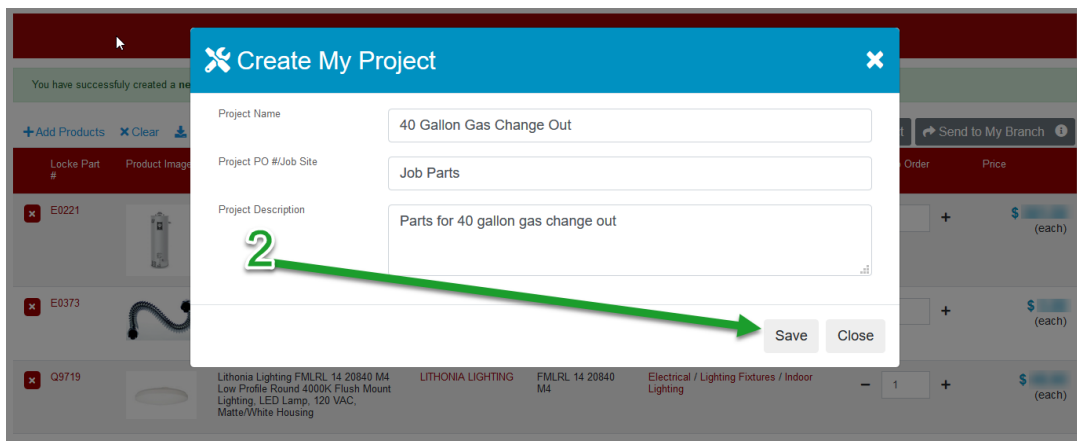
Using **My Estimate** you can quickly create a custom estimated price quote based on your customer account with Locke Supply. Estimates that you create can be saved as projects for future use.

## SECTION 1: TURN ESTIMATE INTO SAVED PROJECT

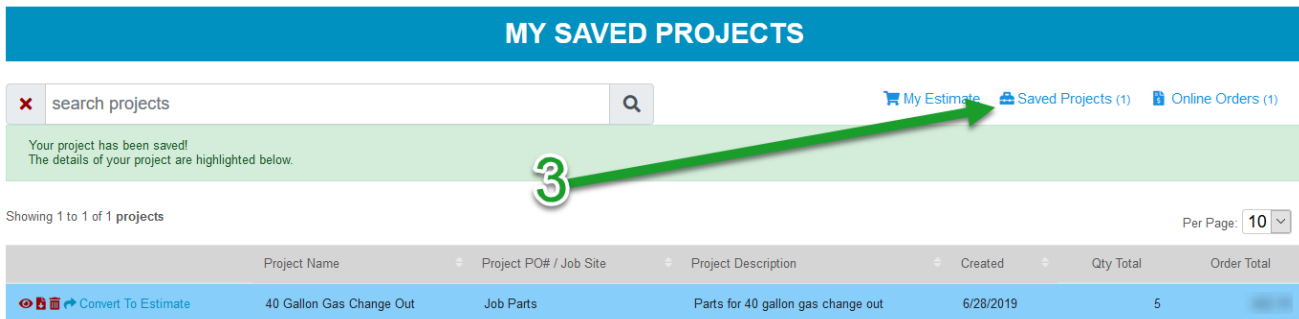
1. You can turn an **Estimate** into a **Saved Project** which you can return to later. Once you are done adding products to your Estimate, Click the My Estimate link at the top right of your browser to go to your My Estimate page. Then click the **Create Project** button.






2. Give your project a name, job details, and description and click Save.

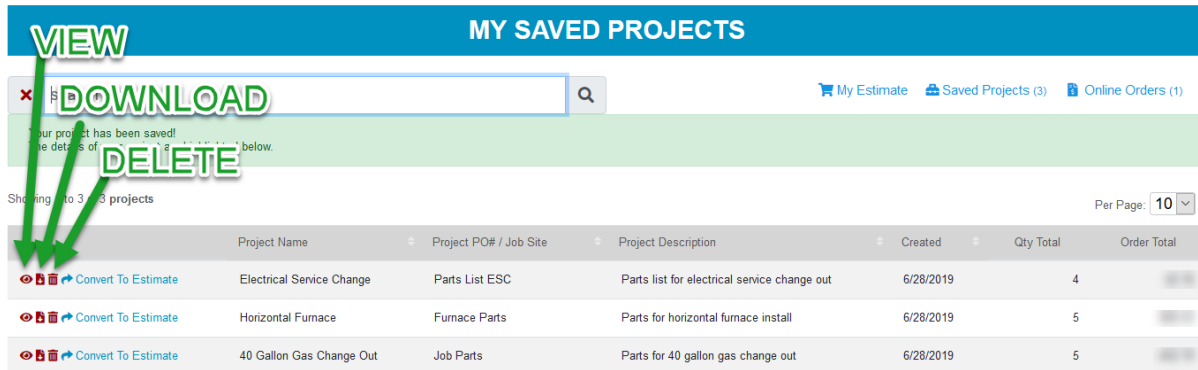


3. You will be taken to a page where you can view a list of all saved projects. You can return to this list any time using the **Saved Projects** link.












## SECTION 2: MANAGE SAVED PROJECTS

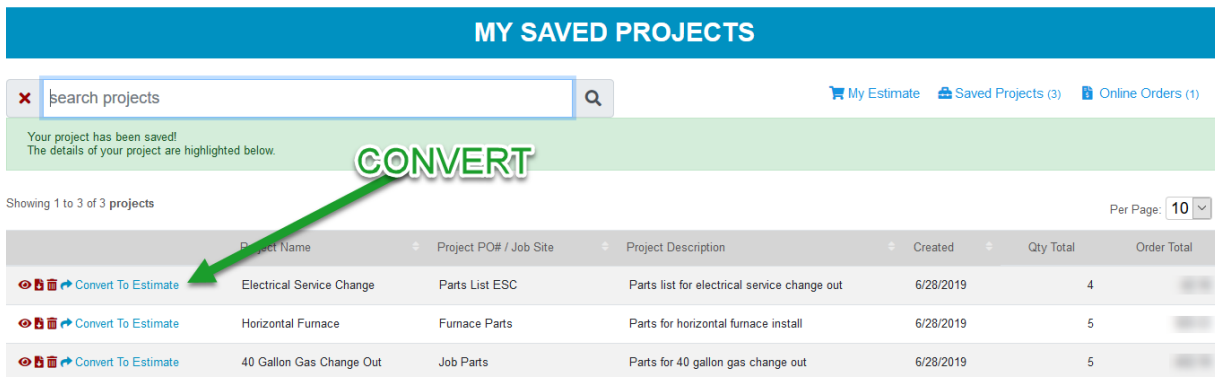
1. From your MY SAVED PROJECTS page you can manage your saved project lists. Use the icons next to a saved project to  VIEW,  DOWNLOAD, or  DELETE projects in your list.












The screenshot shows the 'MY SAVED PROJECTS' page with a search bar and a table of projects. Green arrows point to the 'VIEW', 'DOWNLOAD', and 'DELETE' icons in the first row of the table.

	Project Name	Project PO# / Job Site	Project Description	Created	Qty Total	Order Total
   <a href="#">Convert To Estimate</a>	Electrical Service Change	Parts List ESC	Parts list for electrical service change out	6/28/2019	4	...
   <a href="#">Convert To Estimate</a>	Horizontal Furnace	Furnace Parts	Parts for horizontal furnace install	6/28/2019	5	...
   <a href="#">Convert To Estimate</a>	40 Gallon Gas Change Out	Job Parts	Parts for 40 gallon gas change out	6/28/2019	5	...

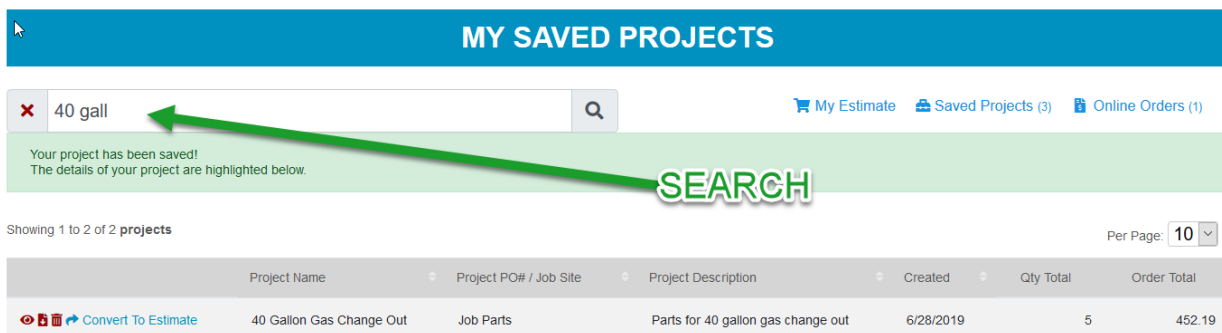
2. You can also click **CONVERT TO ESTIMATE** to open your saved project as a new My Estimate in the Estimates page with current pricing.






The screenshot shows the 'MY SAVED PROJECTS' page with a search bar and a table of projects. A green arrow points to the 'Convert To Estimate' button in the first row of the table.

	Project Name	Project PO# / Job Site	Project Description	Created	Qty Total	Order Total
   <a href="#">Convert To Estimate</a>	Electrical Service Change	Parts List ESC	Parts list for electrical service change out	6/28/2019	4	...
   <a href="#">Convert To Estimate</a>	Horizontal Furnace	Furnace Parts	Parts for horizontal furnace install	6/28/2019	5	...
   <a href="#">Convert To Estimate</a>	40 Gallon Gas Change Out	Job Parts	Parts for 40 gallon gas change out	6/28/2019	5	...

3. You can also use the **SEARCH** box to save time and go right to a saved project by typing keywords in the search bar.



The screenshot shows the 'MY SAVED PROJECTS' page with a search bar containing '40 gall'. A green arrow points to the search bar.

	Project Name	Project PO# / Job Site	Project Description	Created	Qty Total	Order Total
   <a href="#">Convert To Estimate</a>	40 Gallon Gas Change Out	Job Parts	Parts for 40 gallon gas change out	6/28/2019	5	452.19