

AERK USER GUIDE

Step 1. Retrieve your digital PDF file from your email

Step 2. Save digital PDF to your PC (note: best practice – create a sub-file named “estimates to re-key”)

Step 3. Select your estimating system and proceed to corresponding steps.

CCC:

1. Open CCCOne and remain on home page.
2. Make sure all other CCC work files/estimates are closed out.
3. In AERK, select “Into CCC”.
4. Select the “Choose PDF Button”.
5. Find your previously saved digital PDF file and double click.
6. Watch AERK go to work!

Mitchell UltraMate:

1. Open Mitchell UltraMate to the default home screen.
2. In AERK, select “Into UltraMate”.
3. Select “Choose PDF Button”.
4. Find your previously saved digital PDF file and double click.
5. Watch AERK go to work!

Mitchell Estimating Cloud (MEC)

1. Open the AERK program.
2. Select “Into MEC”.
3. Enter your login and password info into the appropriate fields.
4. Select “Choose PDF Button”.
5. Find your previously saved digital PDF file and double click.
6. Watch AERK go to work!

(Note: when using Mitchell Estimating Cloud, you can continue to use your workstation while the estimate re-keys in the background. Because it is a fully web based system, it allows AERK to interact in the background.)