

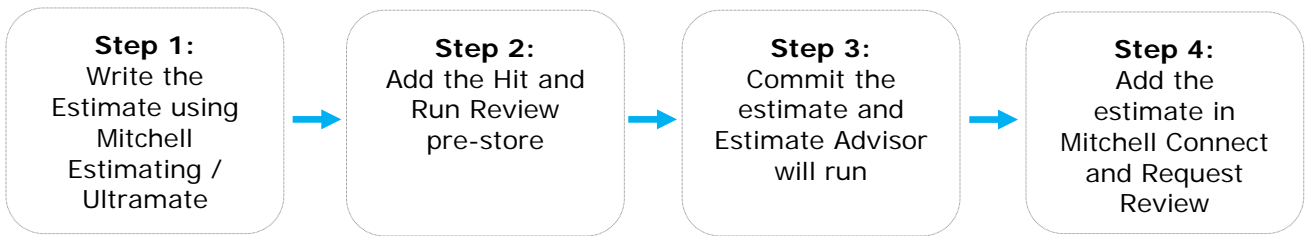


## Purpose

This job aid will show you how to process a hit and run estimate and flag it for review using the **Mitchell Estimating / Ultramate** system.



## Process Overview



## Step 1: Write the Estimate

Using **Mitchell Estimating / Ultramate**, write the estimate based on current estimating procedures.

The screenshot displays the Mitchell Estimating / Ultramate software interface. On the left, a tree view shows various vehicle components, with 'Quarter Panel' selected. The main window shows a technical drawing of a quarter panel with numbered callouts (1-11) and a list of parts. Below the drawing is a table with the following data:

No.	Sup.	Labor Type	Labor Op.	Part Description	Part Type	Part Number	Price	Cl.	Tax	Labor Unit	CEG Unit
1	B	RP	RP	R Quarter Outer Panel	EX	Existing				2.5*	18.0
2	R	RD	RD	R Quarter Panel Outside				C		2.1	2.1
3	B	RI	RI	Rear Bumper Cover						0.8	0.8
4	B	RP	RP	Rear Bumper Cover	EX	Existing				3.0*	1.4
5	R	RD	RD	Rear Bumper Cover				C		2.8	2.8
6	R	AD	AD	Clear Coat			0.00			1.4	1.4
7		AC	AC	Paint/Materials			256.28*	✓		0.0	0.0
8		AC	AC	Shop Materials			36.29*	✓		0.0	0.0

At the bottom of the interface, it shows 'Ready', 'ACV %7', 'Accord EX L 10 92907', and 'Repair Line: No errors'.



## Step 2: Add the Hit and Run Review pre-store

Add the **Hit and Run Review** pre-store from the **01 STANDARD** Long Exp section.

CEG Ref Sheet ATG Long Exp

Long Exp. Group: ICBC

Add Repair Line

Part Description	Price	Lab Unit
* EXPRESS ENABLED *	0.00	0.0
* OBVIOUS TOTAL LOSS *	0.00	0.0
* REQUIRES REVIEW *	0.00	0.0
* HIT AND RUN REVIEW *	0.00	0.0
***ICBC TO VALIDATE HIT AND RUN CLAIM***		
* SITE VISIT REQUIRED *	0.00	0.0
* SITE VISIT COMPLETED *	0.00	0.0
AUDI ALUMINUM FILLER ALLOWANCE	50.00	0.0
BAR ENGINE & CHECK FLUIDS		0.5

01 STANDARD  
02 UNIBODY/FRAME  
03 LAMPS/BULBS  
04 PAINT OPERATIONS  
05 PRE-PRICED  
06 GLASS OPERATIONS  
07 STEREO OPERATIONS  
08 A/C OPERATIONS  
09 WHEEL/TIRE/ALIGN  
10 TRUCK ACCESSORY

Estimate Assembly

No	Sup	Labor Type	Labor Op	Part Description	Part Type	Part Number	Price	Cl	Tax	Labor Unit	CEG Unit
1	B	RP	RP	R Quarter Outer Panel	EX	Existing				2.5*	18.0
2	R	RO	RO	R Quarter Panel Outside				C		2.1	2.1
3	B	RP	RP	Rear Bumper Cover	EX	Existing				3.0*	1.4
4	R	RO	RO	Rear Bumper Cover				C		2.8	2.8
5	R	AO	AO	Clear Coat			0.00			1.4	
6	B *	PR	PR	* HIT AND RUN REVIEW *	SL	Sublet	0.00*	✓		0.0*	
7				***ICBC TO VALIDATE HIT AND RUN CL							
8		AC	AC	Paint/Materials			256.28*	✓		0.0	
9		AC	AC	Shop Materials			31.68*	✓		0.0	

Ready ACV %11 Accord EX 10 1407.42 Repair Line: No errors



**Tip:** The explanation line "\*\*\*ICBC TO VALIDATE HIT AND RUN CLAIM\*\*\*" will be inserted automatically.



## Step 3: Write the Estimate

When the estimate is ready to be submitted, select **Commit** and Estimate Advisor will run. Provide an applicable explanation for the Hit and Run compliance failure.

The screenshot shows the Mitchell Estimate Advisor interface. At the top, the Claim is HR12345-6-A and the Profile is 02 ICBC Staff Profile. A Run Compliance button is visible. Below this, the Results Summary shows 1 Failure and 0 Warnings. A table lists the failure details:

Line	Severity	Description	Actual	Guideline	Failure Explanation
13	⚠	* HIT AND RUN REVIEW * - Hit and Run Requires Review selected. (Rqd)	\$0.00	\$0.00	Hit and Run estimate, ICBC to determine

Below the table is an Additional Comments field and buttons for Print Preview and Done.

- Override the Hit and Run Review failure by selecting the **Failure Explanation** field.
- Enter the applicable estimate remark: **Hit and Run Estimate, ICBC to determine**.
- Select **Done** to commit the estimate in Mitchell Estimating / Ultramate.



## Step 4: Add the estimate in Mitchell Connect

Before sending the estimate to ICBC for approval, add the estimate in Mitchell Connect by clicking **Request Review**.

- Navigate to the claim's **Job Overview in Mitchell Connect** and add the estimate to send to ICBC for approval.
- Before sending the estimate, click **Request Review**.
- Send the estimate to **ICBC for approval**.