HOW TO USE ACTIVE QUOTES

Log in to your Account

- Login to your account and you will see your account dashboard with various tiles.

- Click on 'Active Quotes'

Functionality

MY QUOTE HISTORY

Listed below is the history of your website quotes. In this section you can convert them into orders.

From Date : _____ To Date : _____ [Search]

QUOTE ID	PLACED BY	QUOTE DATE	TYPE	TOTAL	ACTIONS
37 (Quote)		05-Nov-2020	Quote	£1232.40	VIEW/PRINT QUOTE / DELETE QUOTE / CONVERT TO ORDER / DOWNLOAD QUOTE
27 (Quote)		26-Oct-2020	Quote	£9610.30	VIEW/PRINT QUOTE / DELETE QUOTE / CONVERT TO ORDER / DOWNLOAD QUOTE

- In this area you will see all the quotes you have generated.
- You can see who placed the order along with the ability to View/Print/Download/Delete your quote as well as convert your quote to an order.
- Note quotes are only valid for 30days, pricing is subject to change.

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Viewing what is in a quote

- If you prefer to view the quote on screen you can click on the + and expand the quote and view everything within that quote.

- You can't amend a quote once it has been created currently but this is coming soon.