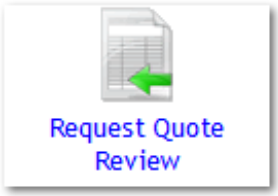
Request Quote Review

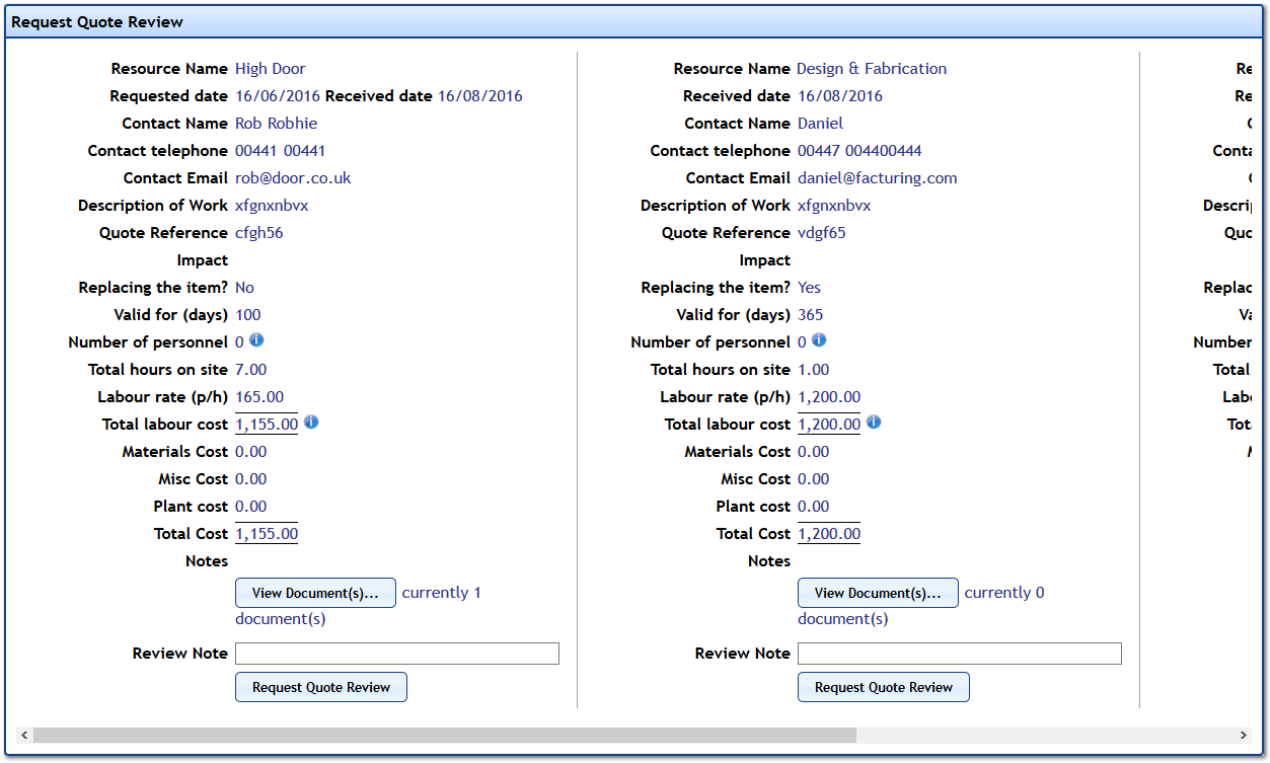
Fri, Jan 19, 2024 Job Detail Actions

In some cases when a Quote Request is received, the Quote value may be deemed to be too expensive or there might be some inconsistent details. In these instances, the User can request that the Resource reviews the Quote and amends it using the "Request Quote Review" button.

1. On the Job Detail screen, select the "Request Quote Review" button to display the Request Quote Review page.



2. On this screen, each Quote Request that was provided is shown from the lowest price on the left to the highest price on the right. The full details of each Quote are shown including who provided the Quote and how much the the Quote is. If there are areas where not all the information can be displayed, click the "View Full Details..." button to see all this information on a different page. If there are any documents attached to the Quote Request, clicking "View Document(s)..." will allow the User view this documentation.



After checking through the Quotes, choose the one that needs to be reviewed. Enter any notes regarding the review in the Review Notes field and, once ready, click the "Request Quote Review" button to send the Quote to be reviewed.