## Selecting and Deselecting Quotes

💾 Fri, Jan 19, 2024 🛛 🖿 Job Detail Actions

## Select Quote

Once a Resource has provided a Quote Request, the Client then needs to select the correct Quote for the job. This is done using the "Select Quote" button.

1. On the Job Detail screen, select the "Select Quote" button to display the Select Quote 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 the value of the Quote. 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.

Select Quote	
Roof continually leaking into light fittings and carpets internally. Quote request put on after discussing with Gemma Nicholson	
Resource Name Spie Facilities Ltd - (Building Works)	Resource Name FME Property Solutions Ltd
Requested date 02/03/2020 Received date 30/04/2020	Requested date 02/03/2020 Received date 30/04/2020
Quote Creator Dave Smith	Quote Creator Bob Ross
Creator Telephone 01234567890	Creator Telephone 09876543210
Creator Email dave.smith@resource.com	Creator Email bob.ross@resource.com
Work to be Undertaken Roof to be replaced	Work to be Undertaken Roof to be replaced
Quote Reference 123ABC	Quote Reference ABC123
Impact No Impact	Impact No Impact
Replacing the item? N/A	Replacing the item? N/A
Valid for (days) 10	Valid for (days) 10
Lead time (days) 10 🕕	Lead time (days) 10 🕕
Total Labour Cost 320.00 View Breakdown	Total Labour Cost 273.50 View Breakdown
Total Parts/Equipment Cost 500.00 View Breakdown	Total Parts/Equipment Cost 1,000.00 View Breakdown
Total Misc Cost 0.00	Total Misc Cost 0.00
Total Plant Cost 0.00	Total Plant Cost 0.00
Total Cost 820.00	Total Cost 1,273.50
Notes	Notes
View Document(s) currently 0 document(s)	View Document(s) currently 0 document(s)
Select Quote	Select Quote
Return to job without saving	

Once the details have been checked and a Quote Request has been chosen, click "Select Quote" under the desired Quote Request to progress the job.

## **Deselect Quote**

If a Quote was selected previously but is no longer desired, the User may want to deselect the Quote. This is is done using the "Deselect Quote" button.

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



2. This screen will show the Quote that was selected. Clicking "Yes" will deselect the Quote move the job back into Status 0.15 - Pending Quote Selection. Clicking "No" will close the screen without any change being made.



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