View Quote Details

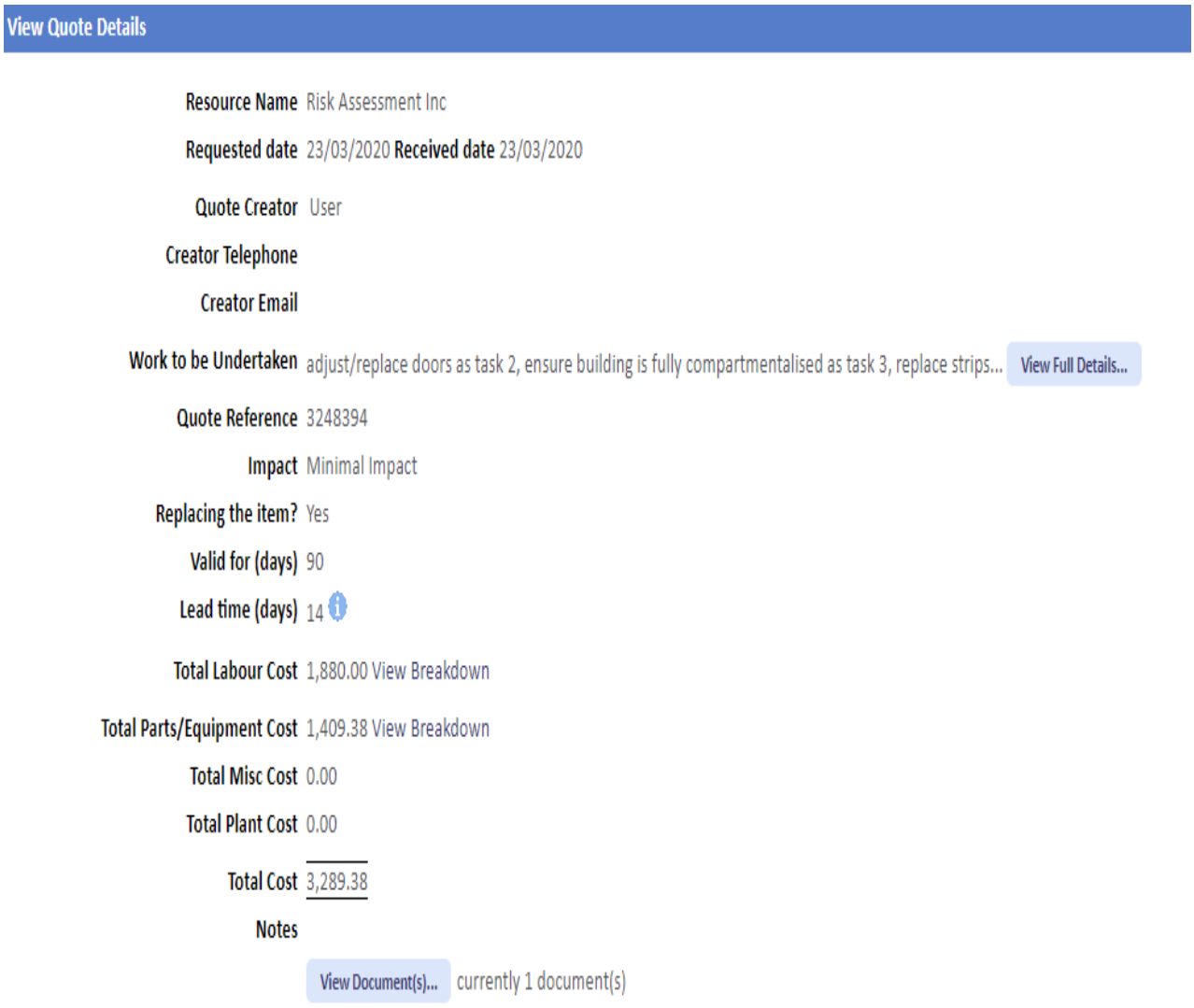
Fri, Jan 19, 2024 Authorisation Jobs

Before authorising or refusing a quote for a job, an authoriser might want to take a look at the details of a quote in more detail. This can be done using the "View Quote Details" button.

1. On the Job Detail screen, select the "View Quote Details" button to display the full details of the quote.

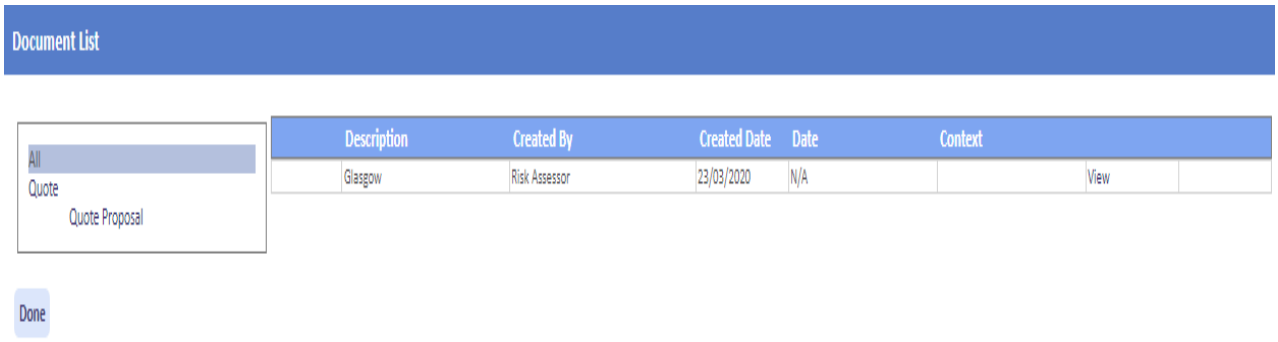


2. The View Quote Details page provides Users with all the information relating to the quote such as the Resource that provided the quote, the date the quote was received, the total cost of the quote and the description of the work to be carried out if the quote is accepted. If a document was uploaded as part of the quote, the "View Document(s)..." button is available.



3. Clicking "View Document(s)..." will display all the documents uploaded as part of the add

quote process. To view a document, click "View" next to the relevant document. Once finished viewing documents, click "Done" to return to return to the Quote Detail page.



4. After viewing the details of the quote, click "Return to job" to return to the Job Detail page.

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