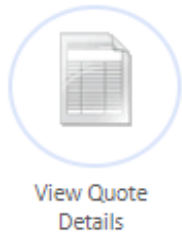# View Quote Details

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.

View Quote Details

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.

View Quote Details

Resource Name	Risk Assessment Inc
Requested date	23/03/2020 **Received date** 23/03/2020
Quote Creator	User
Creator Telephone	
Creator Email	
Work to be Undertaken	adjust/replace doors as task 2, ensure building is fully compartmentalised as task 3, replace strips... **View Full Details...**
Quote Reference	3248394
Impact	Minimal Impact
Replacing the item?	Yes
Valid for (days)	90
Lead time (days)	14 ℹ️
Total Labour Cost	1,880.00 View Breakdown
Total Parts/Equipment Cost	1,409.38 View Breakdown
Total Misc Cost	0.00
Total Plant Cost	0.00
Total Cost	3,289.38
Notes	

View Document(s)... currently 1 document(s)

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.

Document List

		Description	Created By	Created Date	Date	Context	
All		Glasgow	Risk Assessor	23/03/2020	N/A		View
Quote							
Quote Proposal							

Done

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