

# **SALES STUDIO QUOTES**

## **RELEASE QUOTE FOR APPROVAL**

All quotes created in Sales Studio can be found in the **Sales Quotes** listing screen after selecting the applicable **Site** and **Status**.

Follow the process set out below to *Release a Quote for Approval* in the system.

### **Version Compatibility**

- BPO2 v 2.3.0.2
- Sales Studio v 1.0.0.21
- Configurator v 2.2.0.0
- CRM v 3.5.7.5

Ribbon Access: Sales Studio > Sales > Quotes

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## **SELECT THE SITE AND STATUS**

- 1. The *Sales Quotes* listing screen will open.
- 2. The relevant *Site* will need to be selected,
- 3. before quotes will be displayed in the data grid.



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- Click on the drop-down arrow in the *Site* field to display the *Site Name* menu.
- Select from the list the particular site that contains the quote that you wish to *release*.

**Note**: Only quotes in Status: '*New*' can be Released for Approval.

#### **GENERAL BPO2 INTERFACE FUNCTIONALITY**

The following basic BPO2 functionality applies in this screen:

#### 1. Format:

- Save Layout
- Workspaces
- Save Filter
- 2. Current:
  - *Refresh*: Clicking on this button will update the currently displayed page.
- 3. Open Windows:
  - Open Windows



#### 4. Data Grids:

• Refer to <u>Using BPO Data Grids</u> and <u>Data Grid Filtering</u> for further information regarding data grid functionality that can be utilised here.

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