

## **SALES**

## **QUOTES - DELETE QUOTE**

Ribbon Select Sales > Quotes



- The Sales Quotes listing screen will be displayed.
- Select the **Site** the quote was created for.
  - The example has **KwaZulu-Natal** selected.
- Ensure that the **Status** is set to **New Quote**.
- Select the **row** of the quote you wish to **remove**.
- Click on **Delete**.

Short cut key: Right click on the selected row in the data grid to display the All Groups menu list. Click on Delete.

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• When you receive the Confirm delete quote message to confirm -

## • Are you sure you want to delete this quote?

• Click on Yes.

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• The **Sales Quotes** listing screen will be updated and the sales quote that has been **deleted** will no longer be listed.

## **Related Topics**

- Add Quote
- Edit Quote
- Delete Quote
- View Quote
- Accept and Reject a Quote
- Print and Export a Sales Quote
- Forward Navigation
- <u>Apply Project Methodology</u>
- <u>Clone a Quote</u>
- Export a Quote
- Generate a Sales Order
- Creating a Quote from a Call
- Creating a Quote from a Project
- Link Quote Items to a Work Order
- <u>CRM Basics Quotes</u>
- View Quote in CRM
- Add new Quote in Sales Studio



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