

We are currently updating our site; thank you for your patience.

SALES STUDIO QUOTES

DECLINE QUOTE

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 **Decline** a quote 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

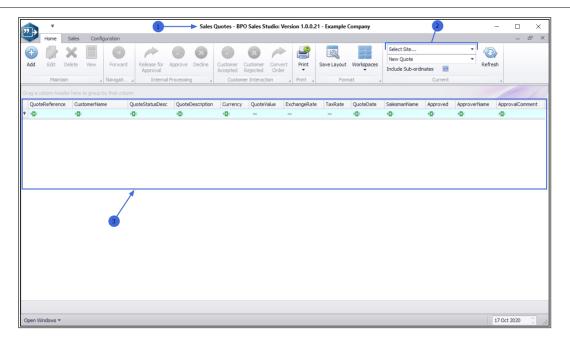


SELECT THE SITE AND STATUS

- 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.



Decline Quote



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

Note: Only quotes in Status: 'Manager Approved Quote' can be Declined.

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



Decline Quote

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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