

# SALES STUDIO CONFIGURATION

## EDIT QUOTE DEFAULT ITEMS

(from the 'Quote Default Items' screen)

Default items are items that are set up to be added to all new quotes.

These are items that a company requires to be quoted **every single time**, and therefore need to be linked automatically, so that the salesman does not need to remember to add them. For example, a company may require a consultation fee and a site inspection fee to be included in every sales quote.

Although these items pull through to each new quote, each item can be individually **removed** from each quote or **edited**, if required.

There are 2 ways to edit these default items:

- i. From the 'Quote Default Items' screen, where only the Quantity can be edited.
- ii. From the 'Add' or 'Edit Customer Quote' screens where you can edit the Quote Item Description, Quantity, Discount and Item Price.

The following process will set out (i) - how to **edit** a quote default item from the **Quote Default Items** screen.

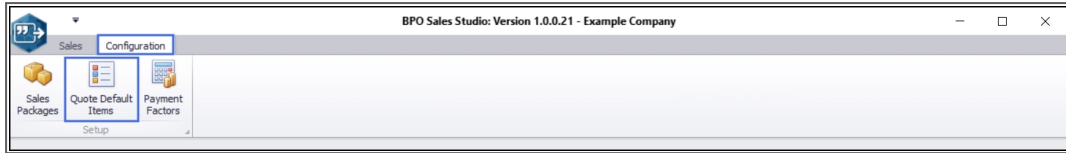
### Version Compatibility

- 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

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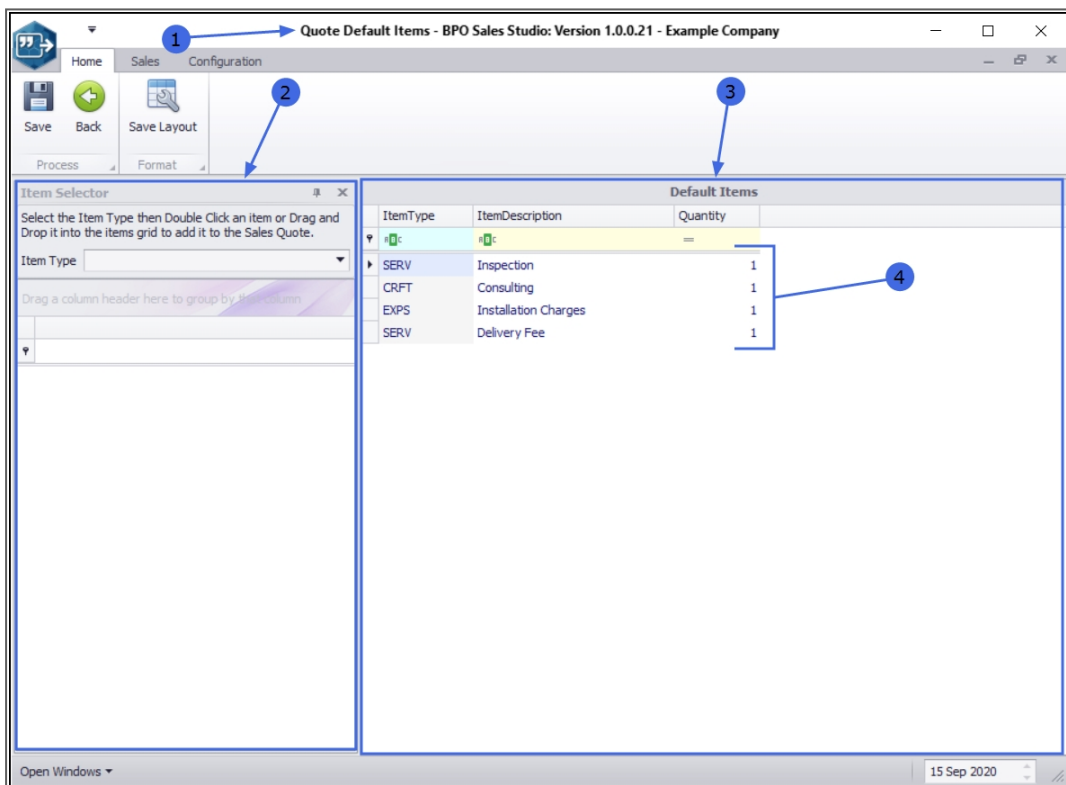
**Ribbon Access:** Sales Studio > Configuration > Quote Default Items

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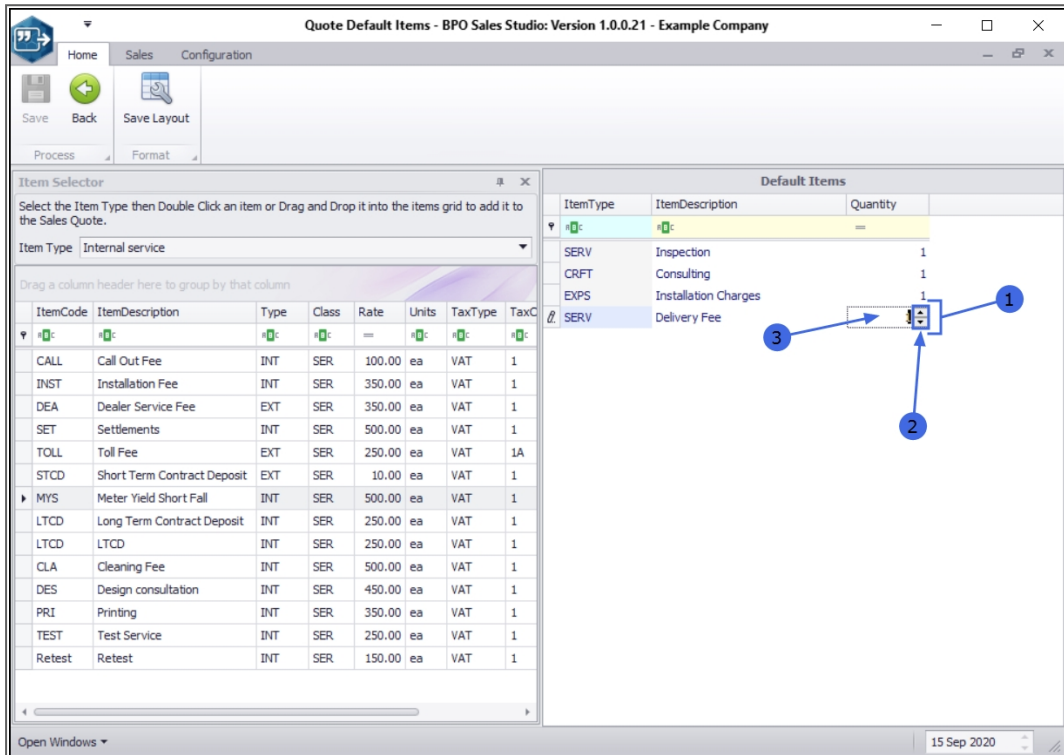
## THE 'QUOTE DEFAULT ITEMS' SCREEN

1. The *Quote Default Items* screen will open.
2. The *Item Selector* frame is on the left of the screen. This is where you are able to choose individual items to be added to the
3. *Default Items* frame, on the right of the screen. This frame, contains items that have already been linked and will appear on each new Sales Quote.
4. In this example, an *Inspection* fee, a *Consulting* fee, an *Installation Charges* fee and a *Delivery Fee* have been set up to link to each new quote.



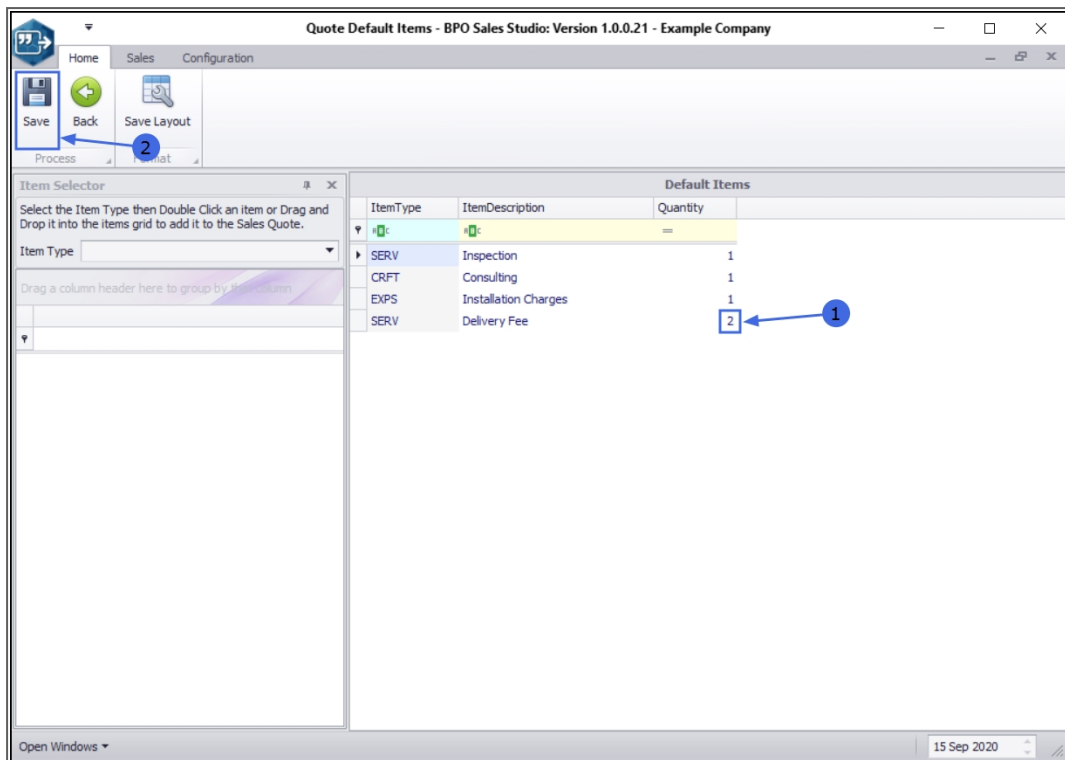
## SELECT ITEM TO BE EDITED

1. Click in the **Quantity** column of the Item that you wish to edit.
2. Directional **arrows** will appear.
3. Either **type** directly in the field, or use these **arrows** to update the number.

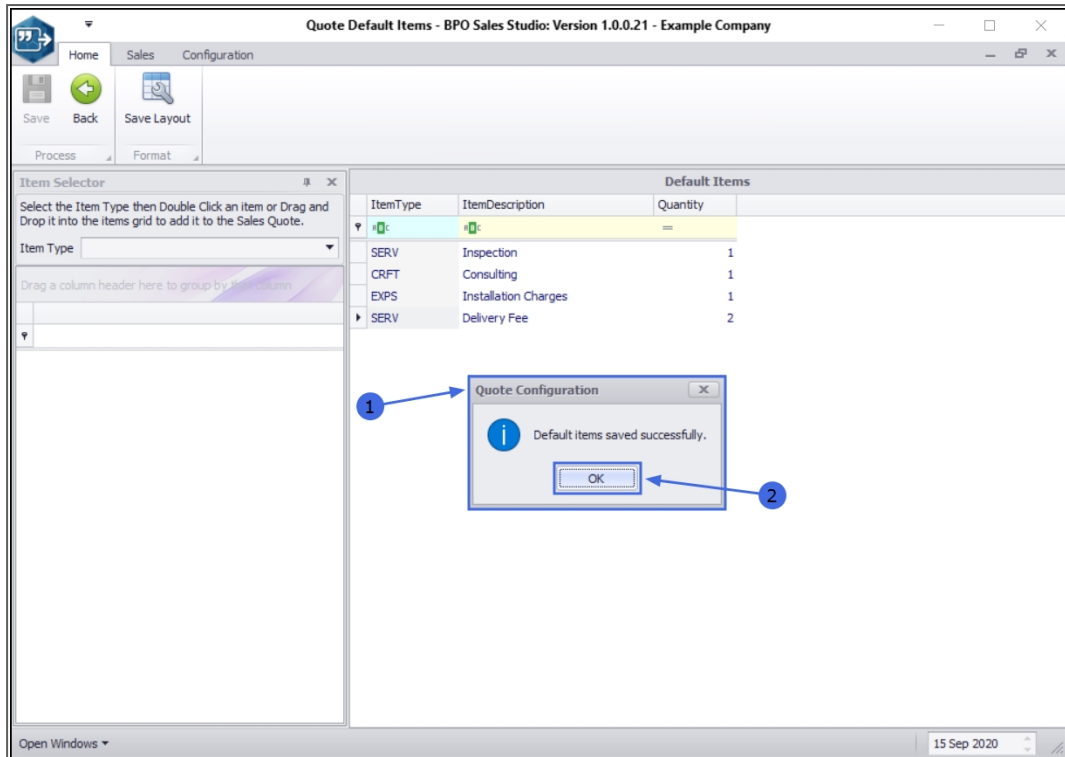


## SAVE EDITED DETAILS

1. When you have finished editing the Item quantity,
2. Click on **Save**.

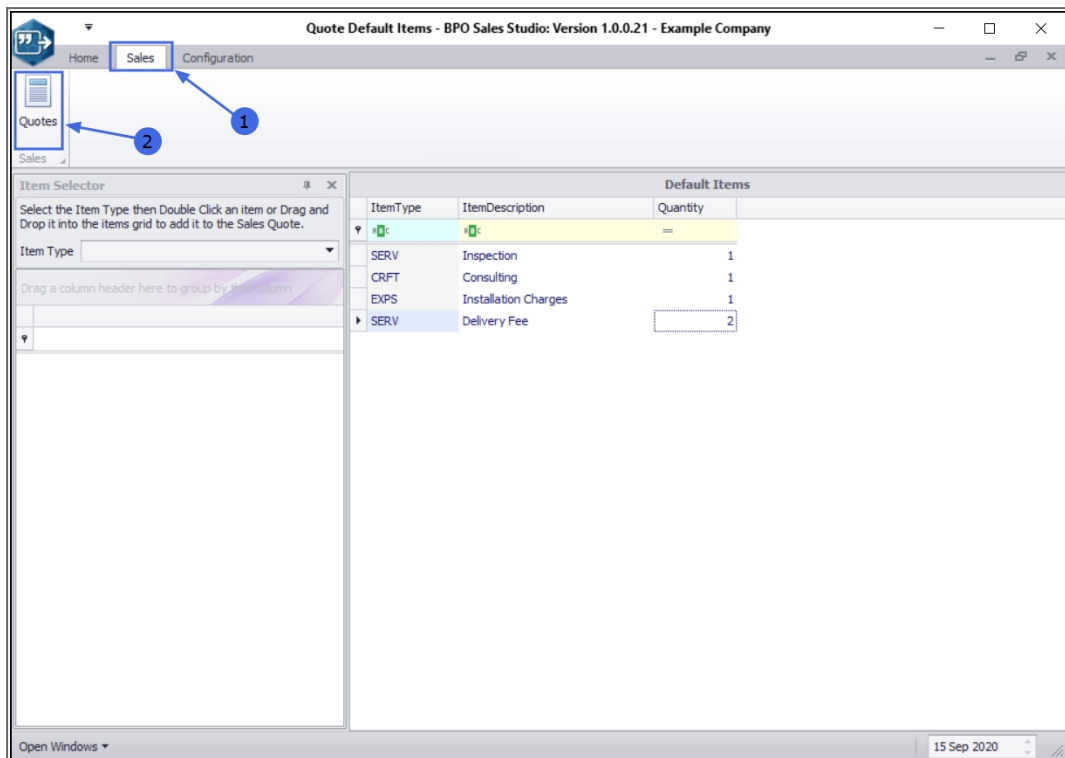


1. A **Quote Configuration** message box will pop up informing you;
  - *Default items saved successfully.*
2. Click on **Ok**.

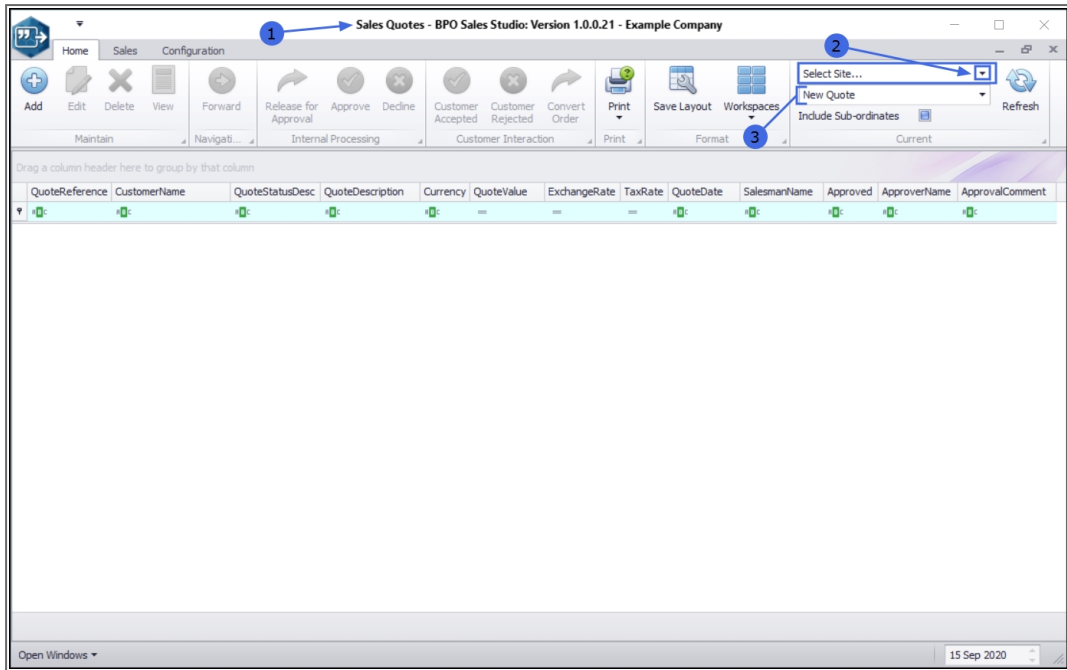


## VIEW EDITED DEFAULT ITEM ON A SALES QUOTE

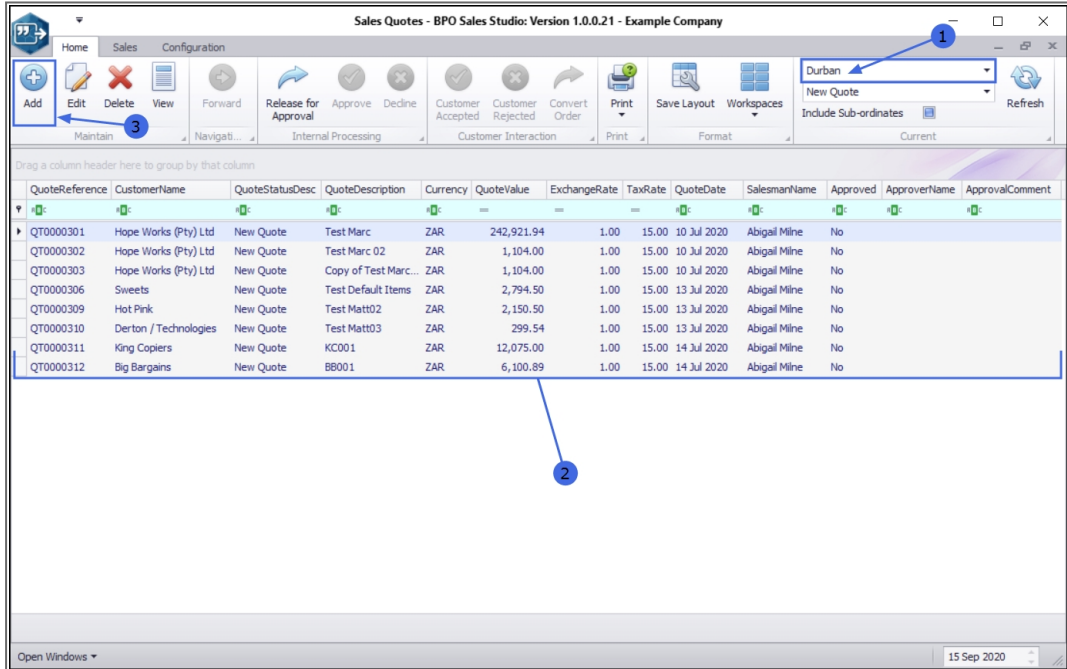
1. Click on the **Sales** ribbon tab.
2. The screen will refresh to display the **Quotes** toolbar button, click on this button.



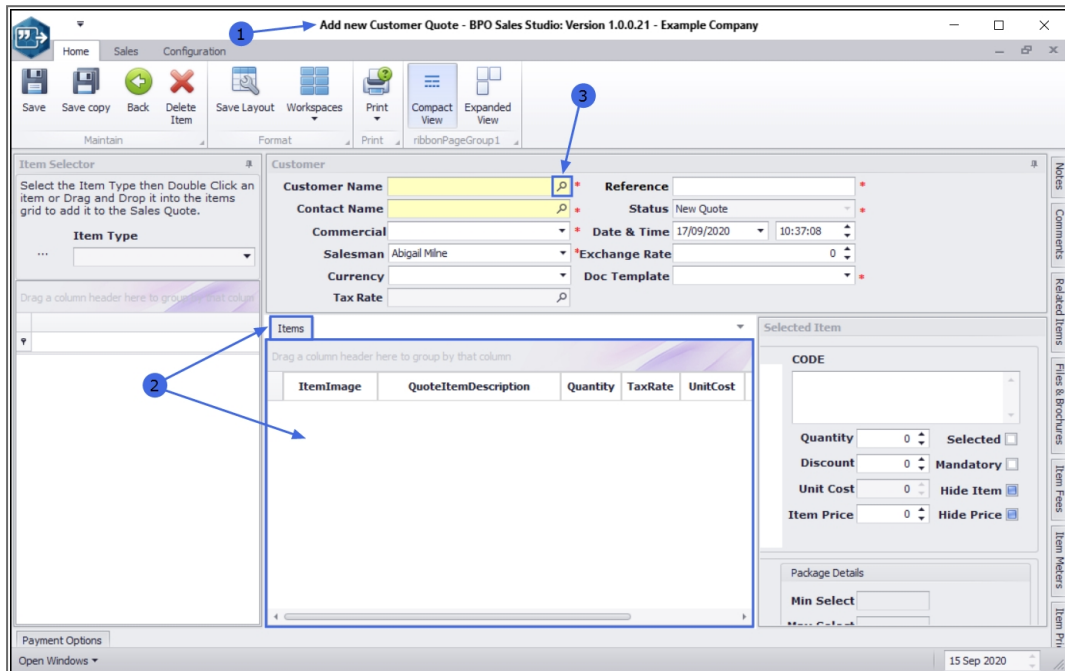
1. The **Sales Quotes** listing screen will open.
2. Click on the drop-down arrow in the **Site** field and select from the list, the applicable site.
3. Upon opening this screen, the **Status** field auto populates with '**New Quote**'. You can click on the drop-down **arrow** in this field and select an alternative status from the list that will appear. For the purpose of this manual, the status will remain as **New Quote**.



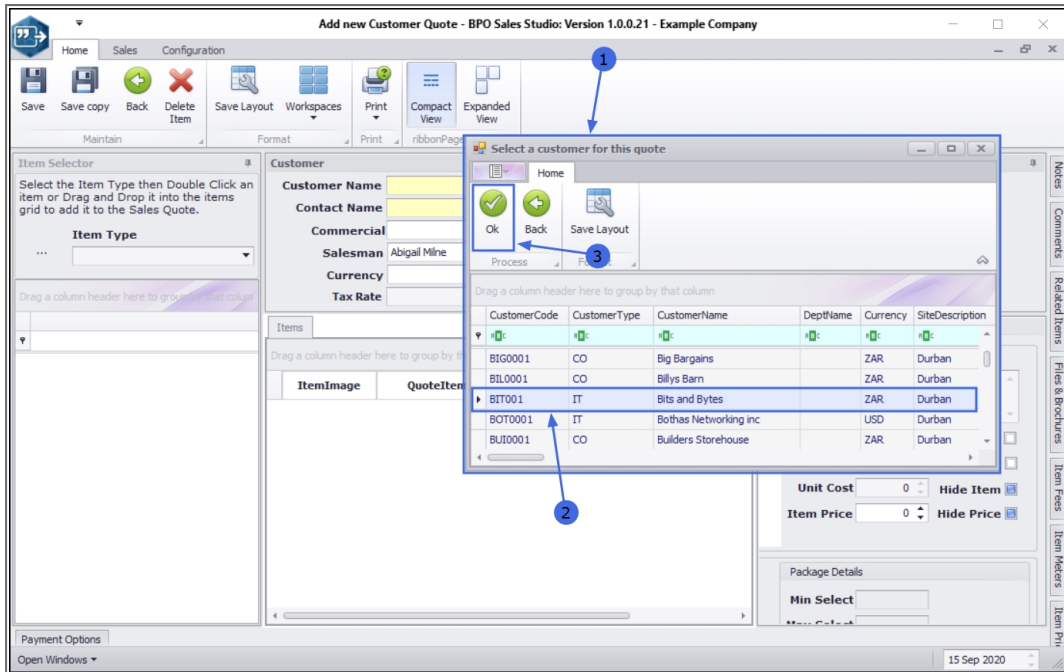
1. Once you have selected the site,
2. the data grid will populate with all the New Quotes linked to that specific site.
3. Click on **Add**.



1. The **Add new Customer Quote** screen will open.
2. You will note that the **Items** frame does not yet contain any item details.
3. A customer needs to be selected before the default items will populate this frame. Click on the **search** icon in the **Customer Name** field.



1. The '**Select a customer for this quote**' screen will pop up.
2. Select the **row** of the customer that you wish to view.
3. Click on **Ok**.



1. As the selected customer details populate the **Customer** frame,
2. the **Items** frame will populate with all the Default Quote Items as listed in the Quote Default Items screen.
3. You will note that the recently edited default item (images 3 and 4) now displays the **Quantity** amount as **2**.
4. Click on **Back** or **Close** (without saving any changes) to **exit** the 'Edit Customer Quote' screen and then **Close** the 'Sales Quotes' listing screen, to return to the **Quote Default Items** screen.

**Customer**

Customer Name: Bits and Bytes  
 Contact Name: [Yellow Highlighted]  
 Reference: [Empty]  
 Status: New Quote  
 Commercial: Default  
 Date & Time: 17/09/2020 10:37:08  
 Salesman: Abigail Milne  
 Exchange Rate: 1  
 Currency: South African Rand  
 Doc Template: [Empty]  
 Tax Rate: 15.00

ItemImage	QuoteItemDescription	Quantity	TaxRate	UnitCost	Item Price
No image data	Consulting	1.000	15.000	550.000	434.00
No image data	Installation Charges	1.000	15.000	0.000	
No image data	Inspection	1.000	15.000	800.000	
No image data	Delivery Fee	2.000	15.000	800.000	

**Selected Item**

CON  
 Consulting  
 Quantity: 1  
 Discount: 0  
 Unit Cost: 550.0000  
 Item Price: 434.00

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