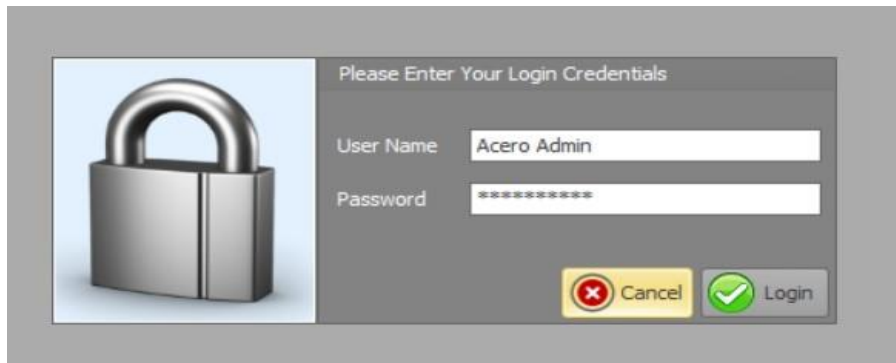
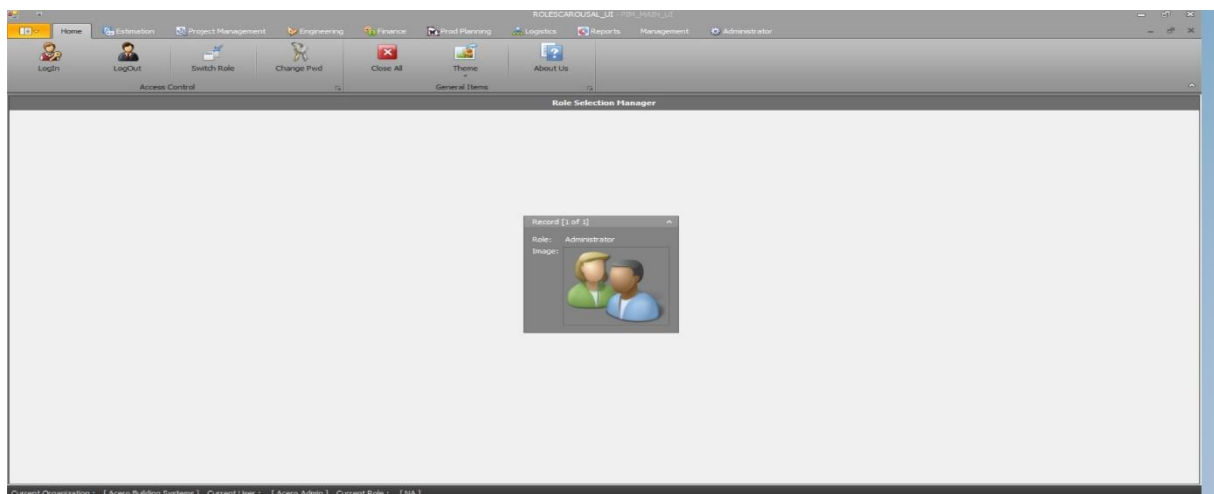


# PIM USER MANUAL (ESTIMATION)

1. Once the application will start, user must login with their user credentials.



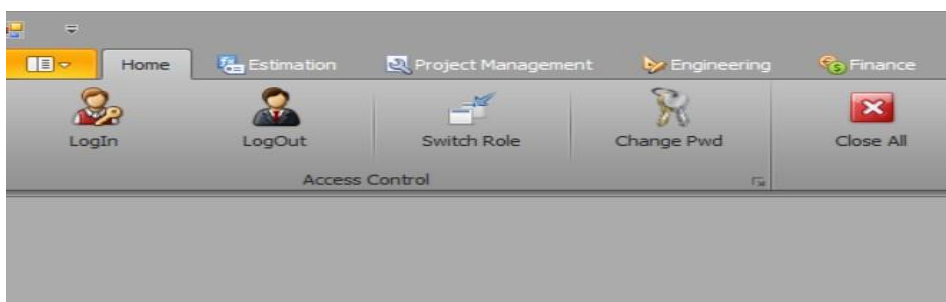
2. After the login process please select your role by double click on it, so that you will be logged in with the selected role.



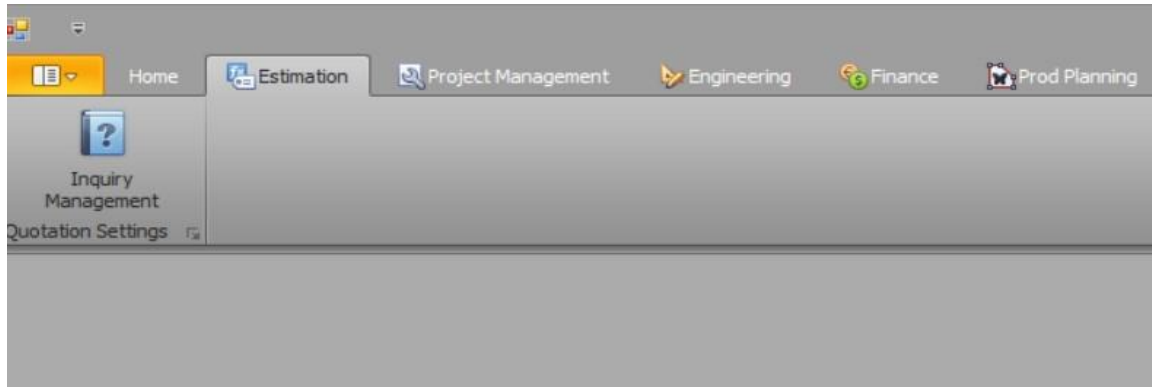
3. Once the role is selected user can access the Home Page of the application.

Here user can do the following actions:


- **Login** → Will allow to login to the application.
- **Logout** → Will allow to logout from the application.
- **Switch Role** → Will allow to change your login role if you have multiple roles.
- **Change Password** → Will allow to change your password.
- **Close All** → Will close all the open forms in the application.



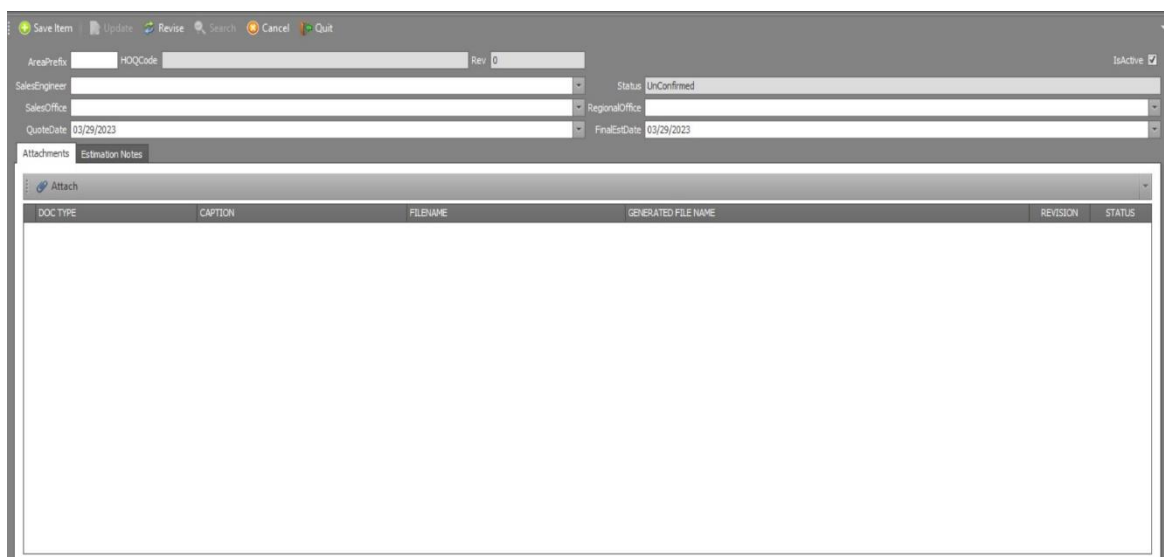
4. Once you click on Estimation user will be able to see the Inquiry Management option. On click of Inquiry Management the quotation form will appear.



5. To start the data entry user need to click on Add New button so all the fields will be enabled.



6. User will enter Area Prefix, Sales Engineer, Sales Office, Regional Office, Quote Date, Final Estimation Date here and click Save Item button to save the data. It will generate automatically HOQ Code and an initial revision number 0. By default, the status will be as Unconfirmed. User can mention notes using Estimation Notes tab.



- For any necessary document attachment user can click on the “Attach” button which will open a new form where user can select the type of document, can assign a title or caption to the file getting attached, and then user can choose the file which needs to be attached. Furthermore, the three fields attribute1, attribute2 and attribute3 can be used for any other additional information association with this attachment.

- Using search icon user can find old entries and select any one entry to update the fields information or to revise the revision number. To select a quotation please double click on it.

ID	AREAPREFIX	HOQ_NUMBER	QUOTEDATE	HOQCODE	SALESENGINEERID	SALESOFFICE	REGIONALOFFICE
2	PK	1	03/21/2023	PK-23-00001	1	Sales Office 01	Regional Office 01
3	PK	2	03/29/2023	PK-23-00002			

- Using Update icon user can change quotation information such as sales engineer, sales office, quotation date etc. Click Apply changes icon to save the changes made. On click of Revise icon the revision number will be incremented.