

## **Header Revision**

### **Instructions for revising an existing quote:**

Log into the eRapid Quotes system.

User: Arthur Cosma  
System Message: Welcome to Quote System

[Quote Home](#) | [Help](#) | [Contacts](#) | [LOGOFF](#)

**TRAINING SYSTEM**

NEW QUOTE	EDIT/SEARCH QUOTE
<p>QUOTE TYPE: NEW</p> <p>PRODUCT: -----Select One-----</p> <ul style="list-style-type: none"><li>■ <a href="#">Search for Pricing</a></li><li>■ <a href="#">PSA Quote Admin</a></li><li>■ <a href="#">Search for InterCompany Pricing</a></li><li>■ <a href="#">Contact List</a></li><li>■ <a href="#">ADS Costing/Price Break Maintenance</a></li></ul> <p><b>START</b></p>	<p>PRODUCT: -----Select One-----</p> <p>SEARCH METHOD: -----Select One-----</p> <p>REP NO: My Quotes</p> <p>SEARCH FOR: <input type="text"/></p> <p>FACTORY ORDERS: <input type="checkbox"/></p> <ul style="list-style-type: none"><li>■ <a href="#">Search for Rep Number</a></li><li>■ <a href="#">Search by BPCS order number</a></li></ul> <p><b>SEARCH</b></p>

CUSTOMER MASTER	MISCELLANEOUS
<ul style="list-style-type: none"><li>■ <a href="#">Edit a customer</a></li><li>■ <a href="#">Create new customer</a></li></ul>	<ul style="list-style-type: none"><li>■ <a href="#">Quote Request Form</a></li></ul>

**E-RAPID**

Click on the drop down arrow in the “Product” box, under the “Edit/Search Quote” heading.

Select the desired product ID from the drop down list:

[Quote Home](#) | [Help](#) | [Contacts](#) | [LOGOFF](#)

**TRAINING SYSTEM**

NEW QUOTE	EDIT/SEARCH QUOTE
<p>QUOTE TYPE: NEW</p> <p>PRODUCT: -----Select One-----</p> <p><b>START</b></p>	<p>PRODUCT: -----Select One-----</p> <p>SEARCH METHOD: -----Select One-----</p> <p>SEARCH FOR: <input type="text"/></p> <p>FACTORY ORDERS: <input type="checkbox"/></p> <p><b>SEARCH</b></p>

CUSTOMER MASTER	MISCELLANEOUS
<ul style="list-style-type: none"><li>■ <a href="#">Edit a customer</a></li><li>■ <a href="#">Create new customer</a></li></ul>	<ul style="list-style-type: none"><li>■ <a href="#">Quote Request Form</a></li></ul>

**E-RAPID**

Click on the gray drop down arrow selector at the “Search Method” field and select one of the different ways of searching for an existing quote or order.

**EDIT/SEARCH QUOTE**

PRODUCT:

Entrance Flooring Syster

SEARCH METHOD:

Quote Number

SEARCH FOR:

123

FACTORY ORDERS:

☐

SEARCH

Type in the search criteria (at least 3 characters) and click on the “Search” button. The same basic search rules apply, entering the complete or partial name to search. You may use the ‘%’ as a wildcard, but it’s not required.

If the search criteria matches existing jobs, a list is shown:

Quote Number		Project	Price	Customer	Architect		
<a href="#">002283</a>	<a href="#">00 edit</a>	Test3	\$ 5,306	Fromkin Brothers	HILLIER GROUP	<a href="#">Tear Sheet</a>	
<a href="#">002307</a>	<a href="#">00 edit</a>	test1	\$ 0	dopey		<a href="#">Tear Sheet</a>	
<a href="#">002270</a>	<a href="#">00 edit</a>	Test 2	\$ 5,415	Fromkin Brothers	HILLIER GROUP	<a href="#">Tear Sheet</a>	

**E-RAPID**

Click on the quote number in the ‘Quote Number’ column to go to the quote header screen.

OR

Click on the ‘edit’ link to skip the header page and go directly to the line item page.

Line item page:

Entry Date: 2003-05-09				Bid Date: 2003-05-09				
Project Name: test1				Architect Name:				
<b>LINE ITEMS:</b>								
Item #				Product	Price	Qty	Status	Description
1	<a href="#">config</a>	<a href="#">delete</a>	<a href="#">tearsheet</a>	EFS	\$1,315.92	1	PASSED	PEDIMAT M1MCPNONE
2	<a href="#">new</a>							
<a href="#">Quick Quote</a> for above Line items for order 002307_00								
Click on <a href="#">new</a> to add a line item.								
<a href="#">Tear Sheets</a>				<a href="#">Summary Sheet</a>				

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**E-RAPID**

Choices on this page:

- Click on any one of the numbers in the “Item #” column to go into the header screen.
- Click on ‘config’ to go to the configuration of an existing line.
- Click on ‘delete’ to delete the configuration of an existing line.
- Click on ‘new’ to add a new configuration.
- Click on ‘Quick Quote’ to go to the quote calculation and printing screens.
- Click on ‘tearsheet’ to view the tear sheet of an exiting line.
- Click on ‘Tear Sheets’ to view all tear sheets generated for this quote.
- Click on ‘Summary Sheet’ to view the summary for this quote.

Navigation links at the top of the page:

User: Arthur Cosma	
System Message: <b>Configured Quote No 002307_00</b>	
<a href="#">Quote Home</a>   <a href="#">Help</a>   <a href="#">Contacts</a>   <a href="#">LOGOFF</a>	
<b>TRAINING SYSTEM</b>	
<b>ORDER NUMBER:</b>	<b>002307_00</b>

- ‘Quote Home’ - main (home) page of the eRapid Quotes system.
- ‘Help’ - help section containing links to documentation and help files.
- ‘Contacts’ - list of contacts in case you need technical support.
- ‘LOGOFF’ - if you need to sign out and go back to the user selection list.