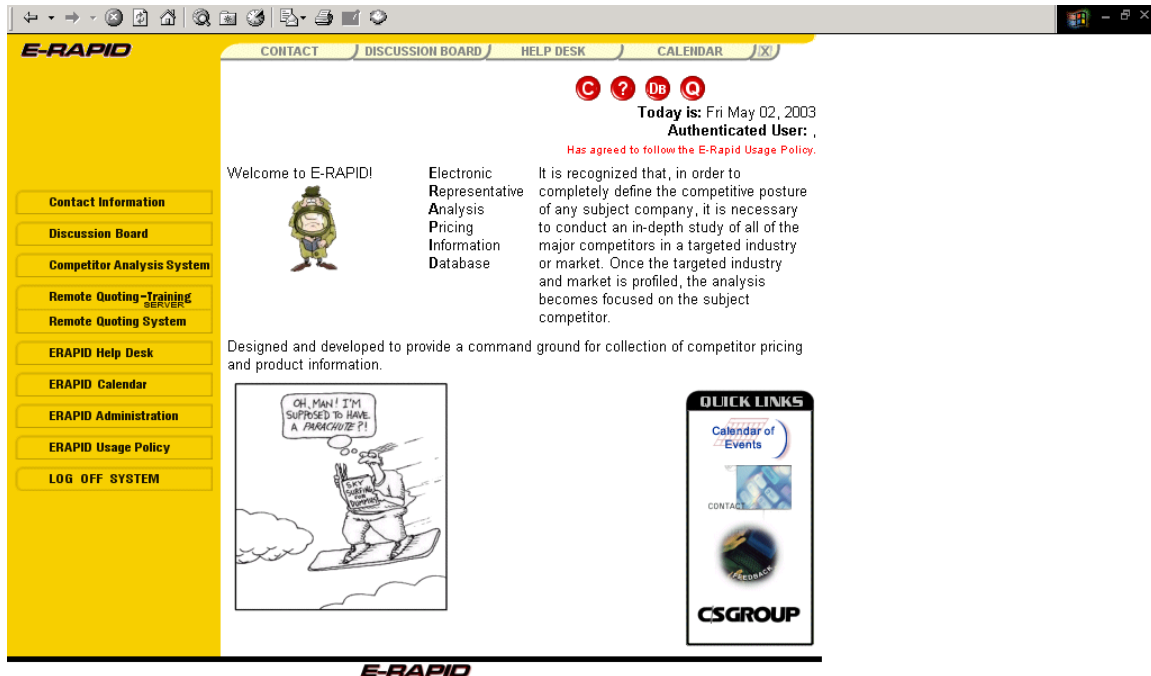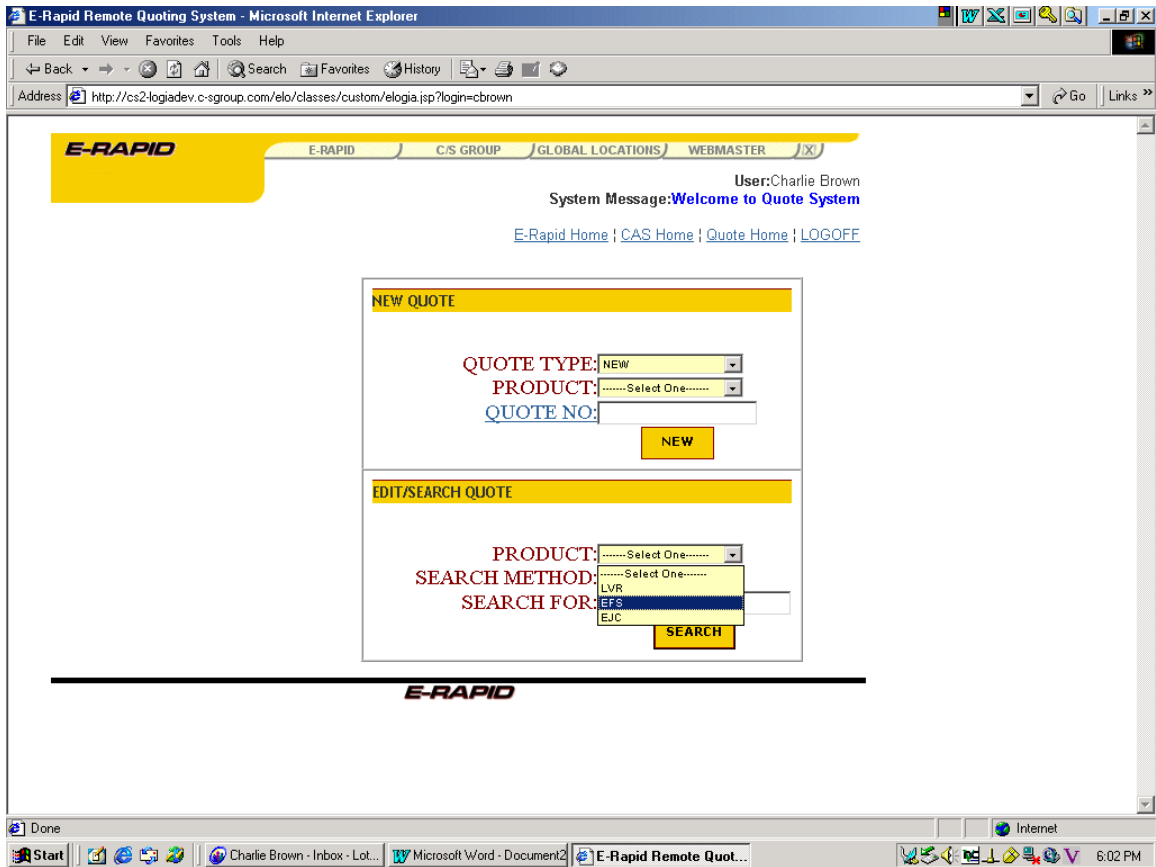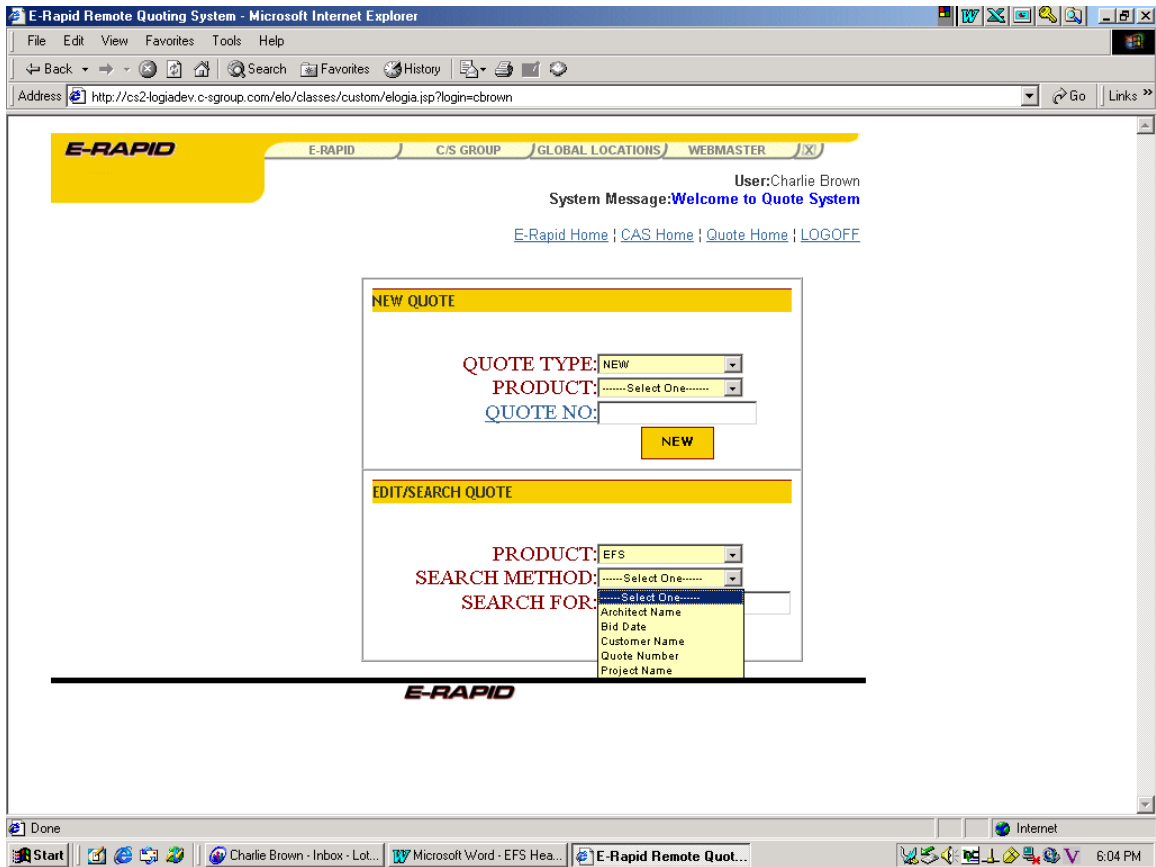# Header – Revised

## Instructions for revising an existing quote.

- Log into the E-Rapid system.

- From this screen click on the "Remote Quoting System."

- Click on the drop down arrow in the "Product Box in the lower "Edit/Search Quote" block.

- Click on EFS (Louvers and EJC are not live at this time).

- Click on the gray drop down arrow selector at the "Search Method" field.

- Select one of the different ways of searching for an existing quote.
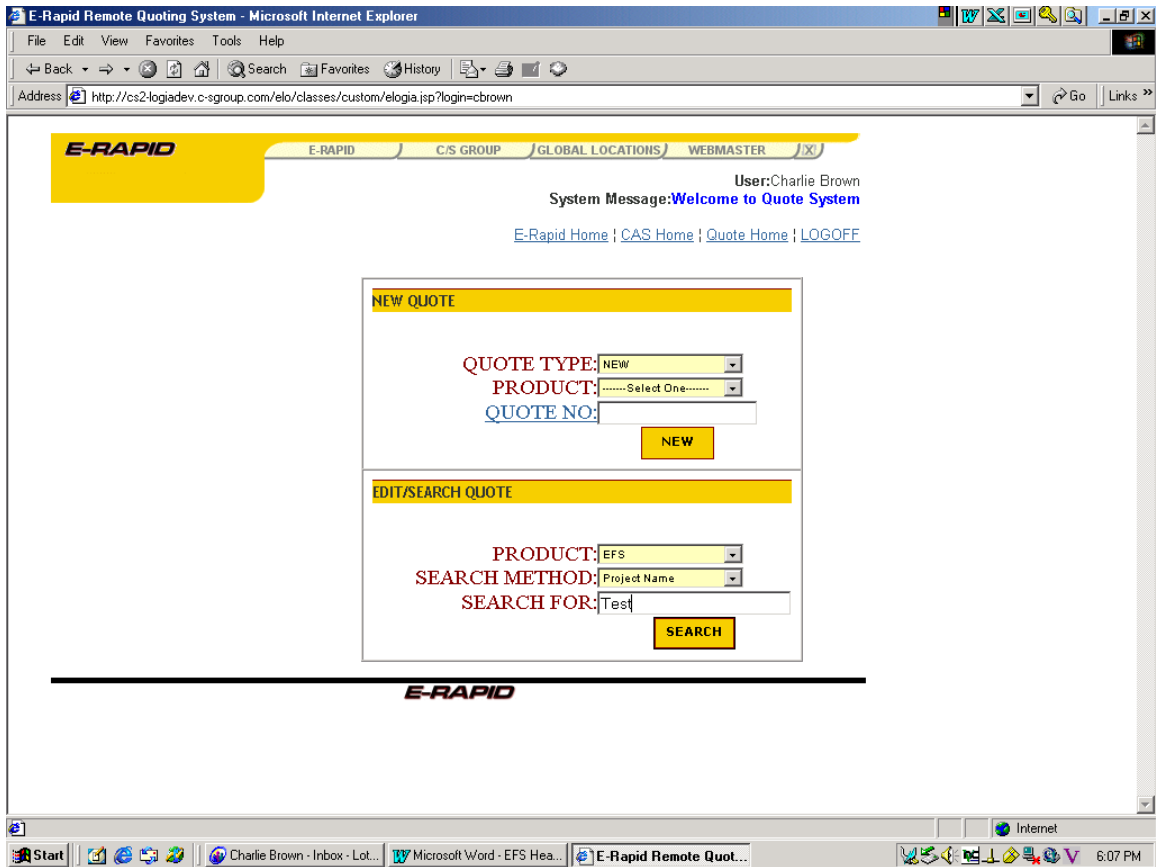
- Type in the search criteria, and click on the yellow "Search" button. The same basic searching rules apply, entering the complete or partial name to search. The % works as a wildcard.
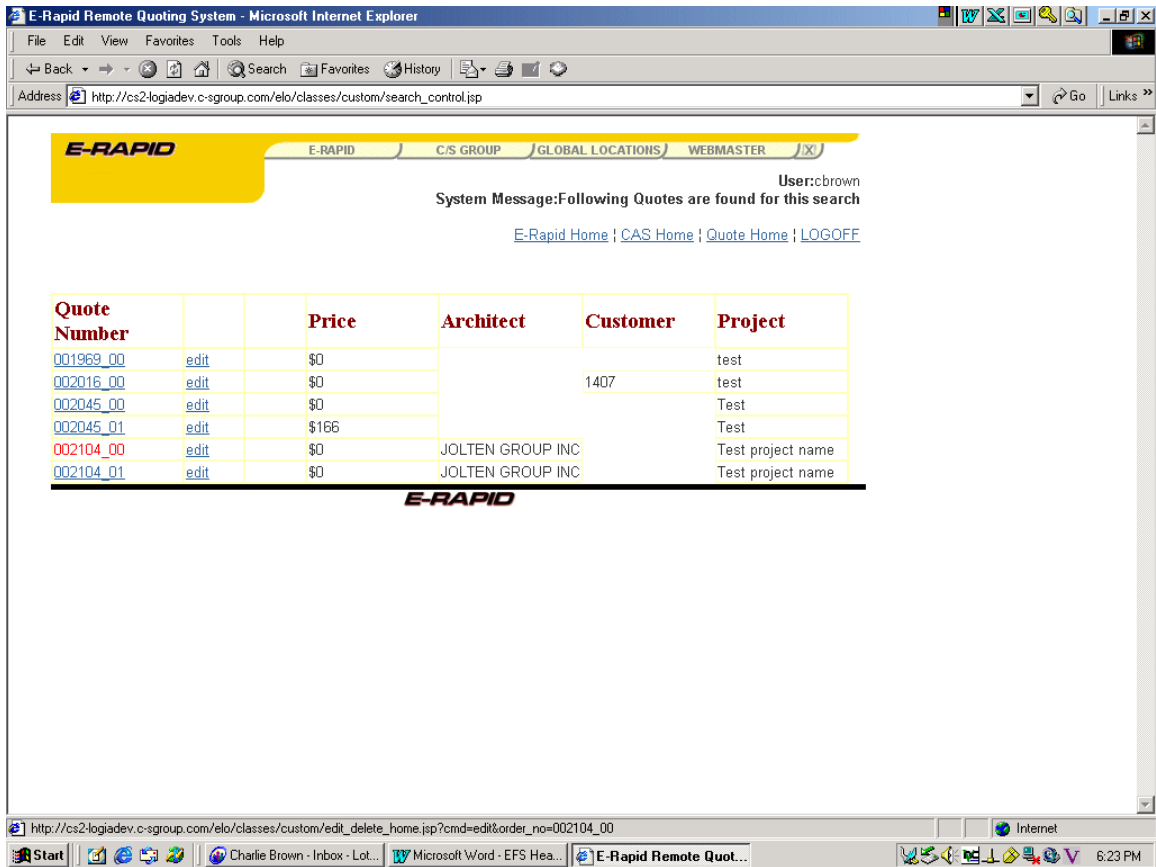
- Click on the quote number in the Quote Number column to go to the quote header screen.

OR

- Click on "edit" to skip the header page and go directly to the line item page.
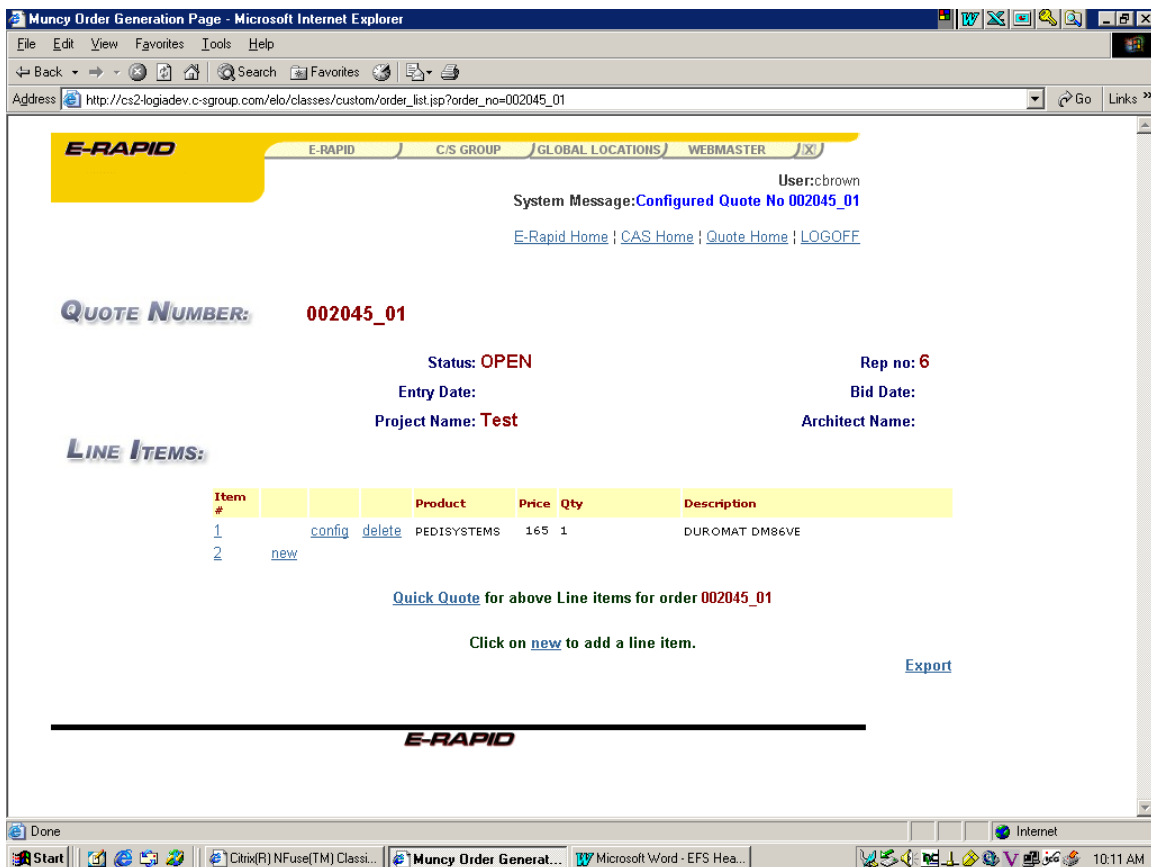
Choices:

- Click on one of the numbers in the "Item" number column to go back to the header screen (1 or 2 above).
- Click on "config" to go to an existing line or configuration.
- Click on "delete" to delete an existing line or configuration.
- Click on "new" to create a new configuration.
- Click on "Quick Quote" to go the quote calculation and printing screens.

End Section.