

# *Export Quote Data*

## *Instructions for exporting quote data*

The screenshot shows the E-RAPID web application interface. At the top, there is a navigation bar with the E-RAPID logo and links for E-RAPID, C/S GROUP, GLOBAL LOCATIONS, and WEBMASTER. A user login bar indicates the user is 'cbrown'. A system message states 'Header Changes Saved for Quote No: 002104\_00'. Below this, there are links for 'E-Rapid Home', 'CAS Home', 'Quote Home', and 'LOGOFF'.

The main content area displays the following information:

- QUOTE NUMBER:** 002104\_00
- Status:** OPEN
- Rep no:** 6
- Entry Date:**
- Bid Date:**
- Project Name:** Test project name
- Architect Name:** JOLTEN GROUP INC

**LINE ITEMS:**

Item #		Product	Price	Qty	Status	Description
1	<a href="#">config</a> <a href="#">delete</a>	PEDISYSTEMS	124	1	PASSED	PEDIMAT M1MCPSM
2	<a href="#">config</a> <a href="#">delete</a>	PEDISYSTEMS	423	1	PASSED	GRIDLINE G698ANG
3	<a href="#">config</a> <a href="#">delete</a>	PEDISYSTEMS	847	2	PASSED	GRIDLINE G698ANG
4	<a href="#">config</a> <a href="#">delete</a>	PEDISYSTEMS	915	2	PASSED	GRIDLINE G658SSASSDP
5	<a href="#">new</a>					

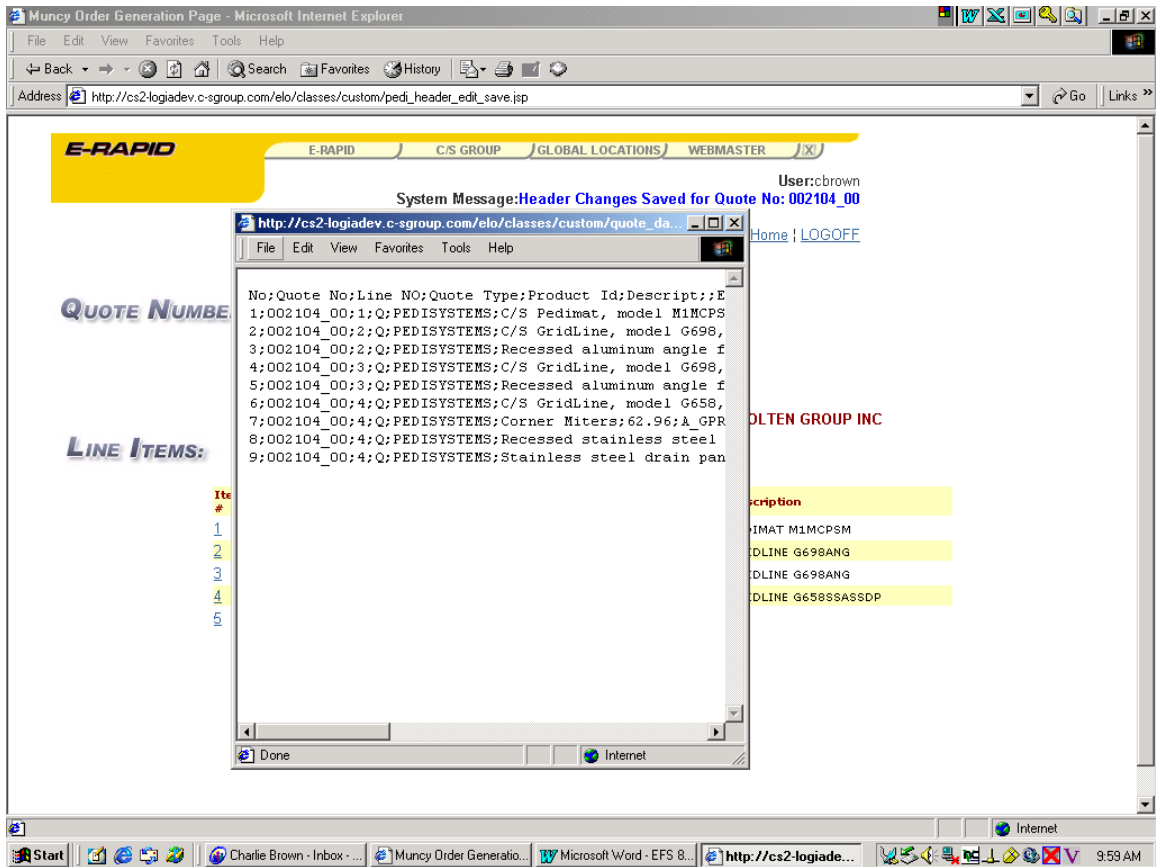
Below the table, there is a link: [Quick Quote](#) for above Line items for order 002104\_00.

Click on [new](#) to add a line item.

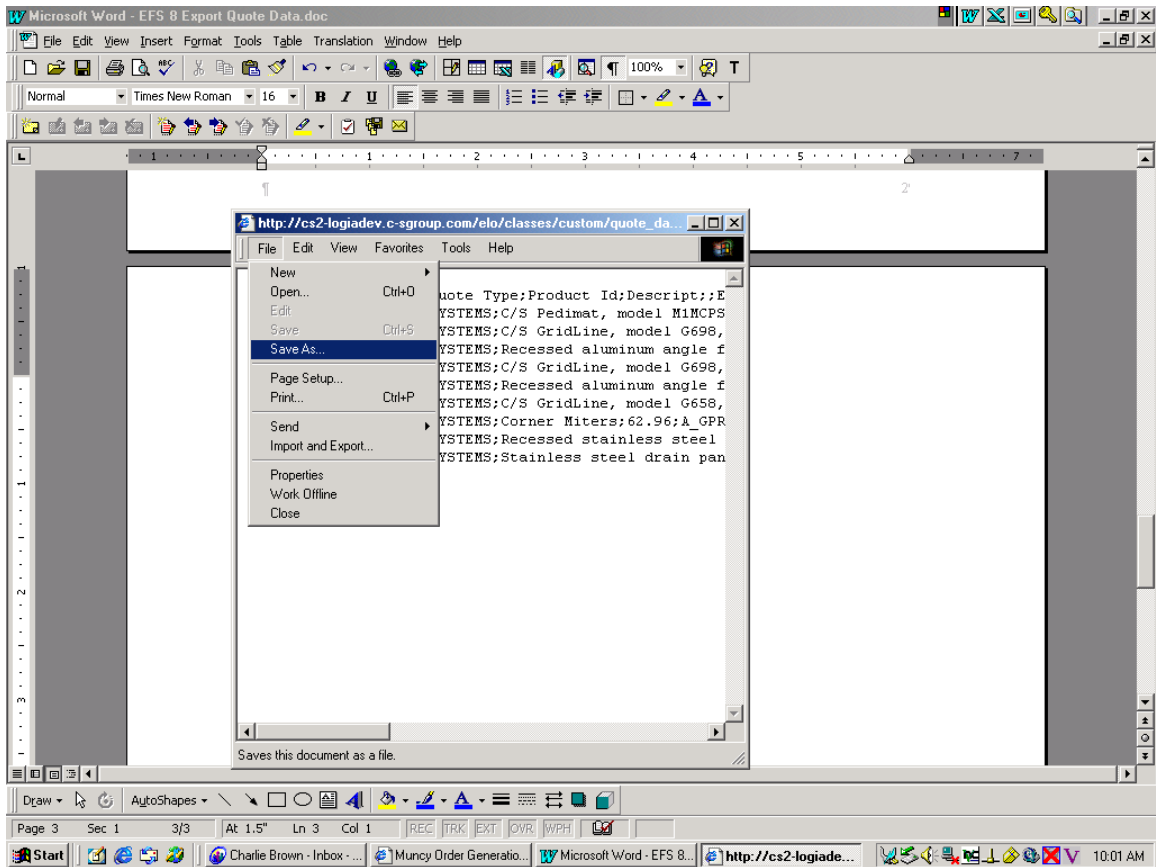
At the bottom right, there is a blue [Export](#) link.

The E-RAPID logo is visible at the bottom of the page.

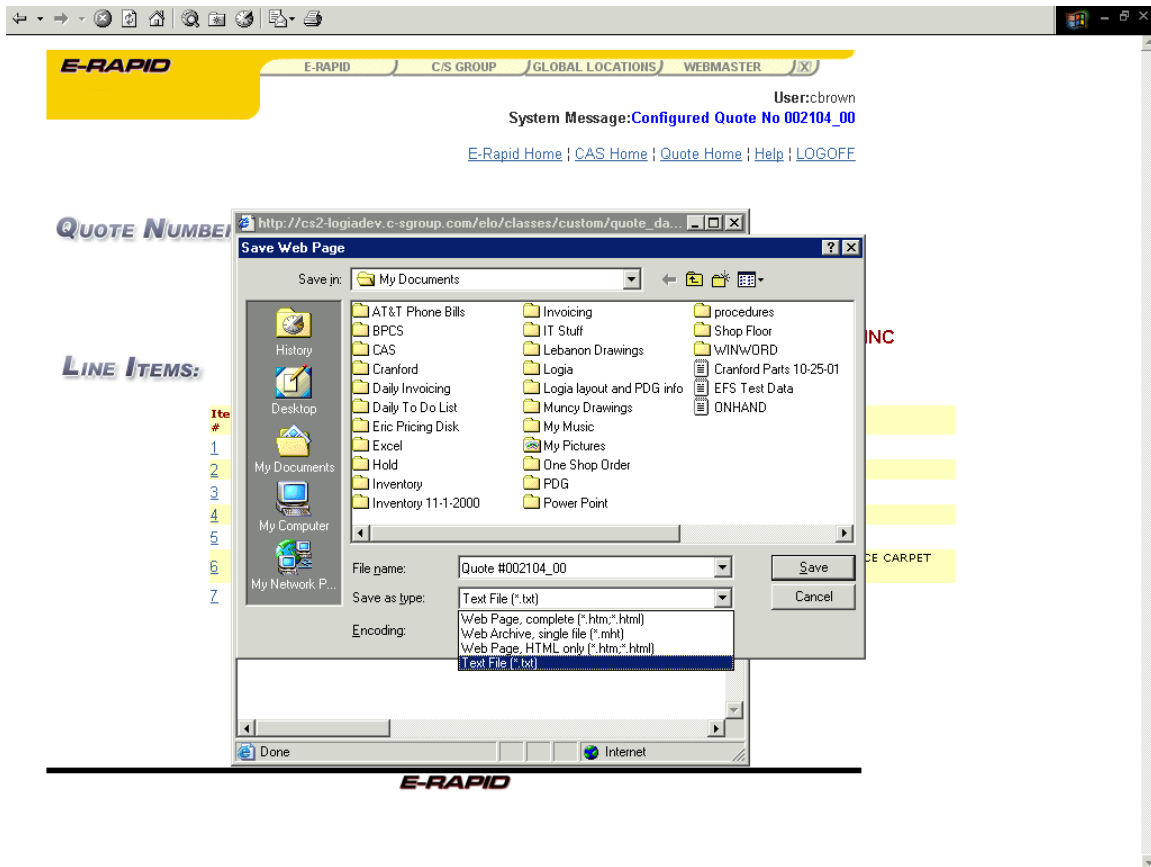
- Click on the blue “Export” label at the lower right of the screen.



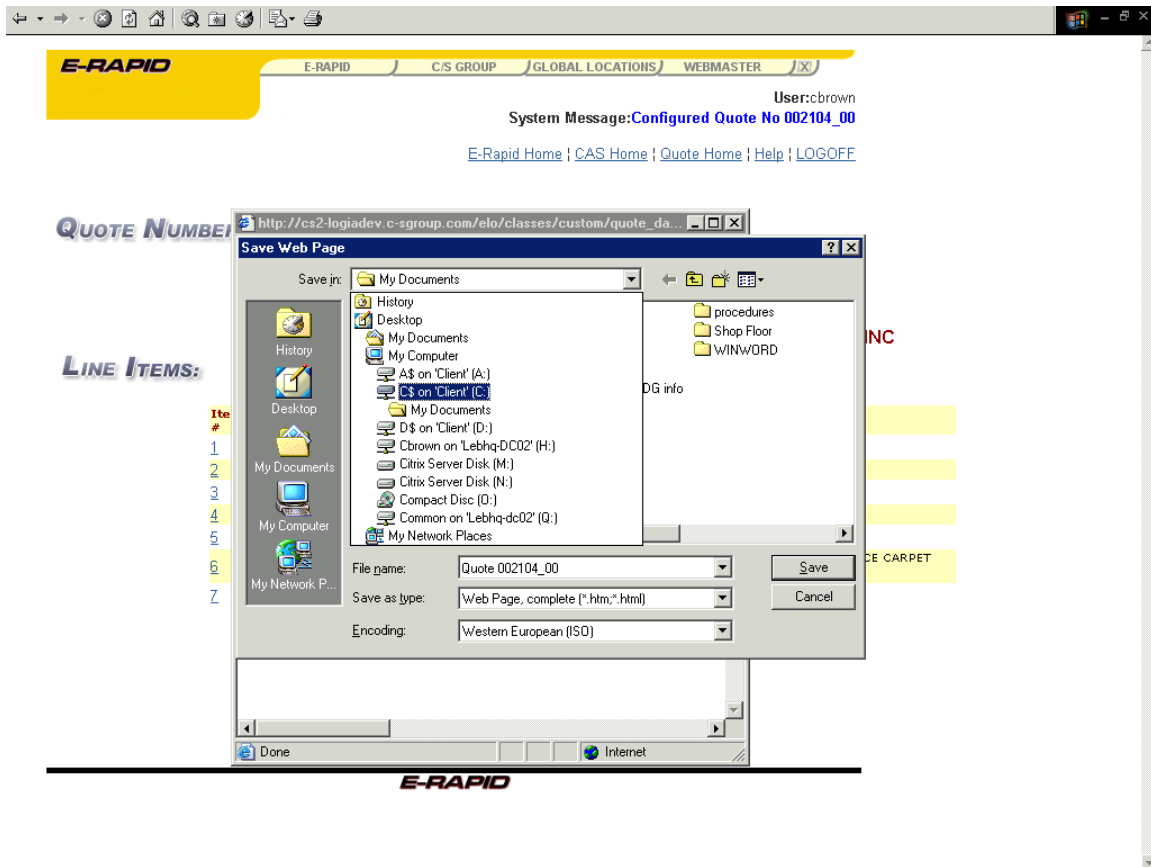
- Click on “File” at the upper left of the pop up window to save.



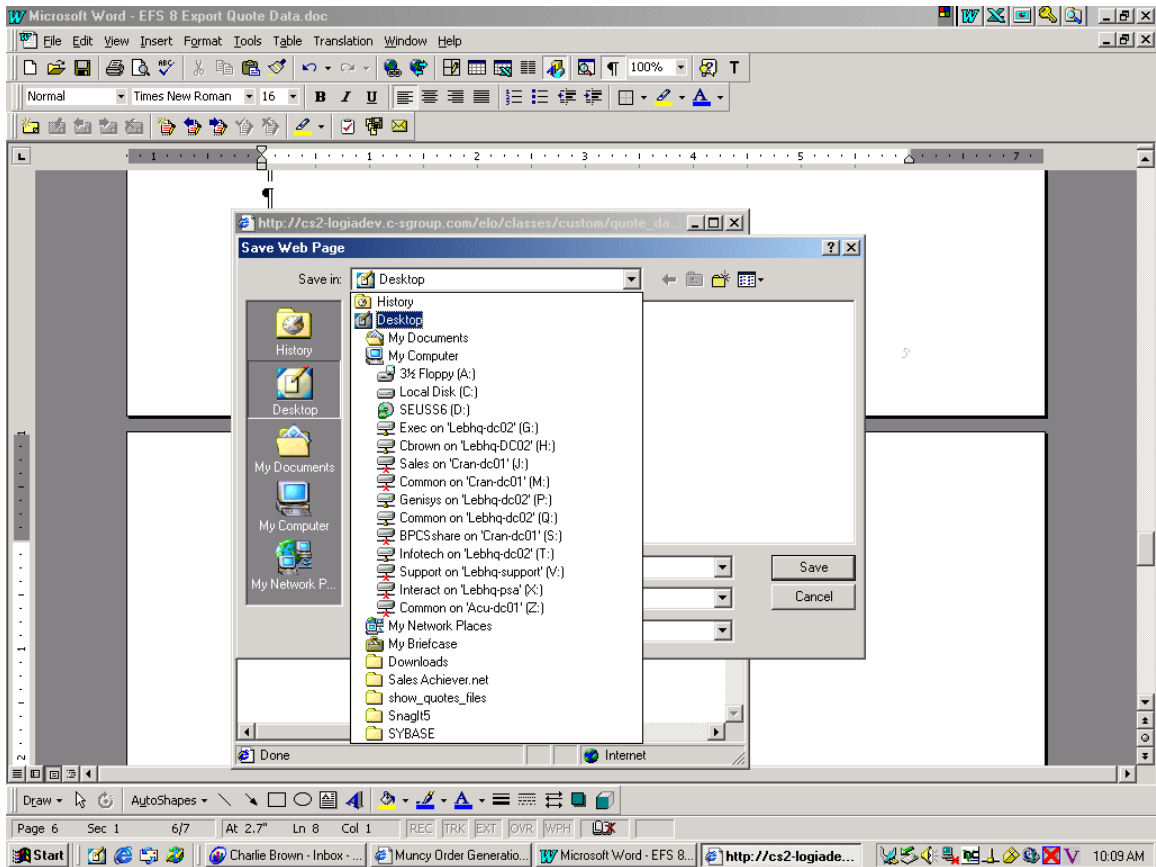
- Click on “Save As..”



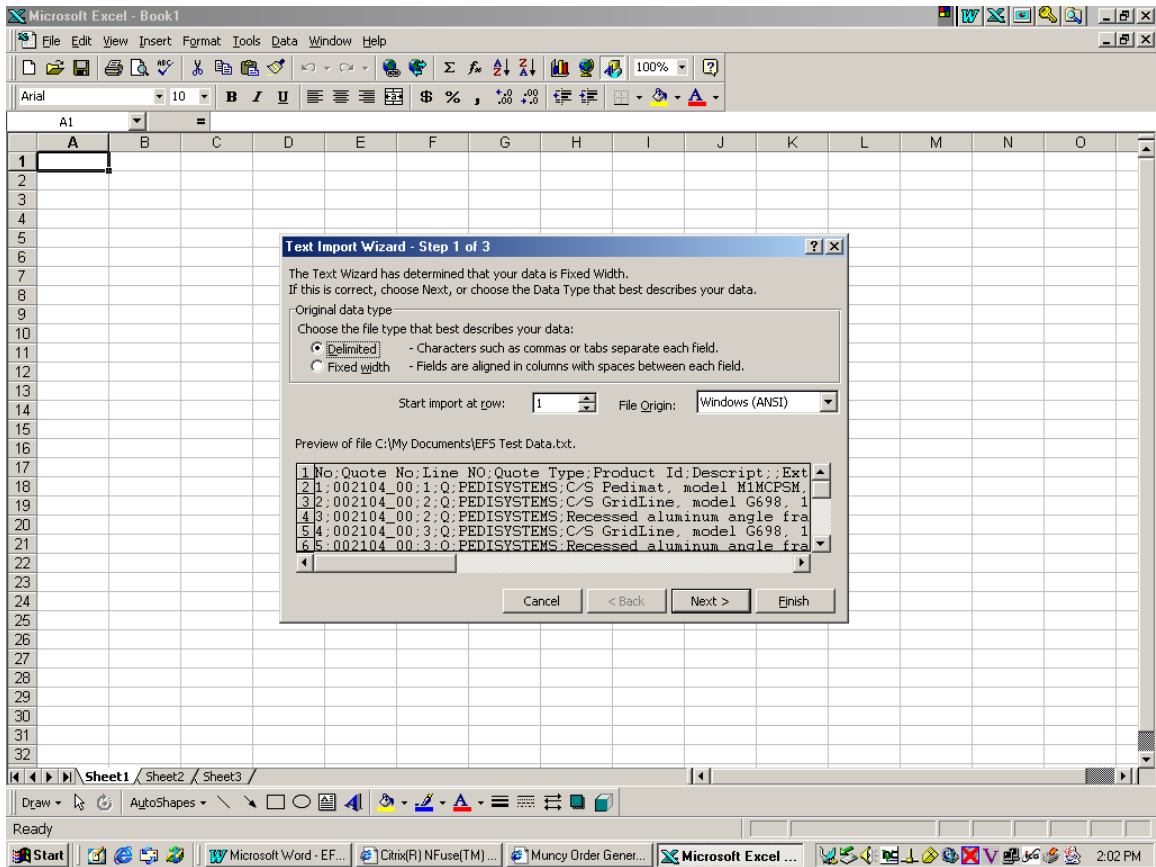
- At “Save as Type” click on the drop down arrow.
- Select “Text File (\*.txt).”
- At the “File Name” field enter an appropriate name for the quote to be saved as.



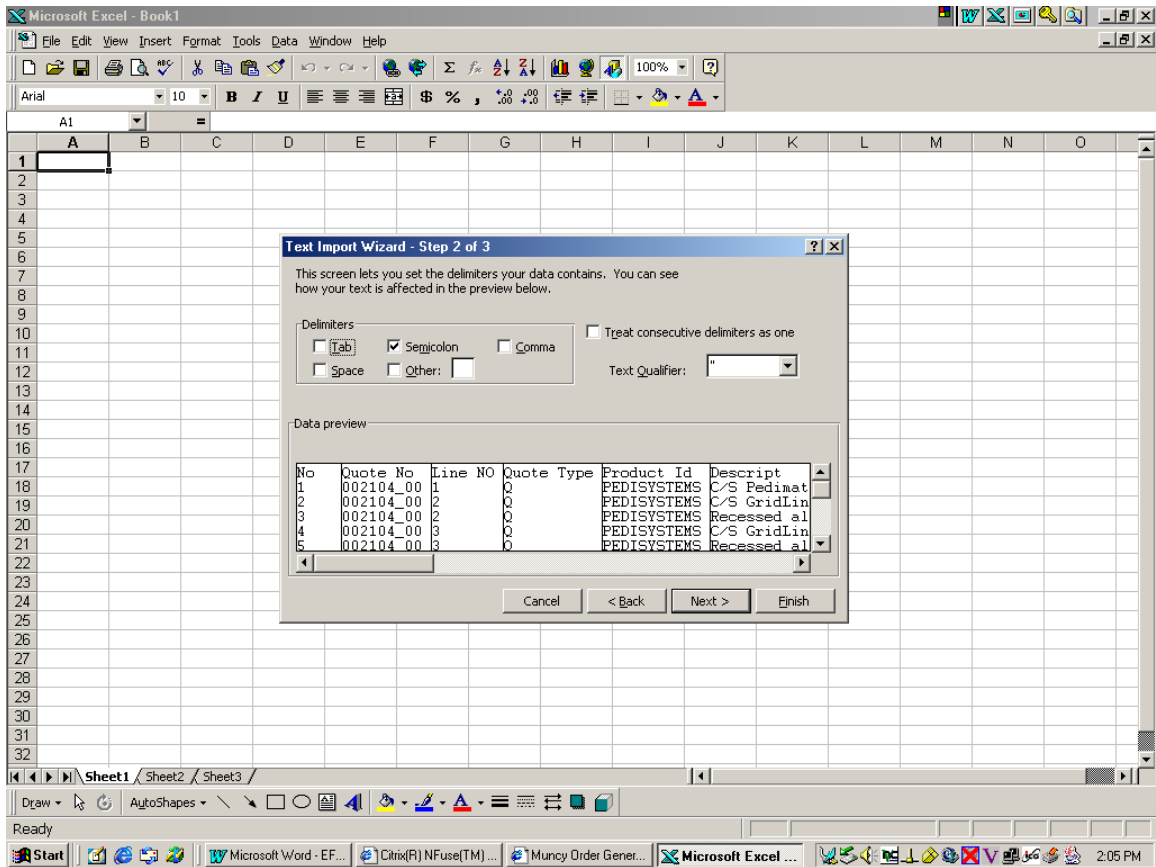
- At the top of the pop up screen, click on the drop down arrow in the “Save in:” field.



- Select a path or directory in which to save the export quote data.
- Open Excel (locally on your PC) and continue on to the next page (7).



- Open the file in Excel to get to the “Text Import Wizard: shown above. Be sure to change the file type to text files or all files when opening the file from Excel.
- Click on the first selection at the top: “Delimited.”
- Click on the “Next>” box.



- Unclick the “Tab” selection and click on “Semicolon.”
- Click “Finish.”



Microsoft Excel - EFS Test Data.txt

No	Quote No	Line NO	Quote Type	Product Id	Descript	Extended	Block_ID	Seq no	Qty
1	002104_OC	1	Q	PEDISYSTC/S Pedim	124.39	A_M1PRIC	0	1	
2	002104_OC	2	Q	PEDISYSTC/S GridLi	383.8	A_GPRICE	0	1	
3	002104_OC	2	Q	PEDISYSTRecessed	40	B_FRAME	30	1	
4	002104_OC	3	Q	PEDISYSTC/S GridLi	767.6	A_GPRICE	0	2	
5	002104_OC	3	Q	PEDISYSTRecessed	80	B_FRAME	30	2	

- The data will populate Excel broken down into individual cells.
- Be sure to save the file in Excel if you want to keep it. To save it as an Excel file, change the type when saving.

End Export Quote Data