Updated by: Jess Beattie

Updated: 13/07/2022 8:31:56 am



13 July 2022

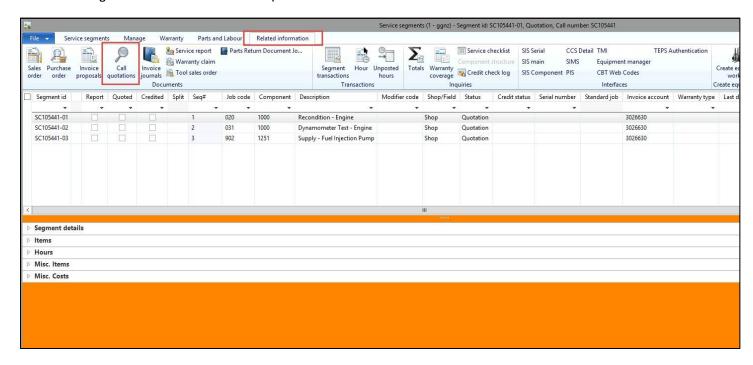
Cancelling Quotations

PO Box 16 168 16 Branston Street, Hornby Christchurch 8441, New Zealand 03 983 2333 Tel www.TerraCat.co.nz

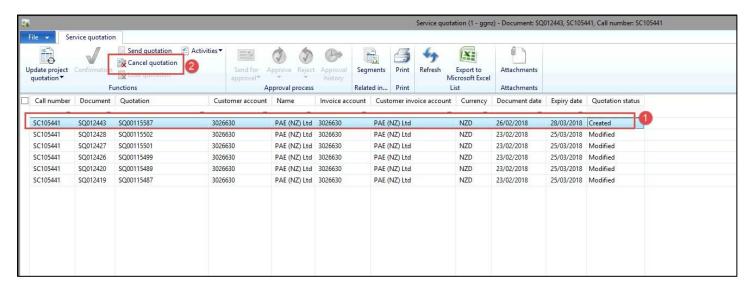


Search for the service call then select service segments

Select the segment > related info > call quotations



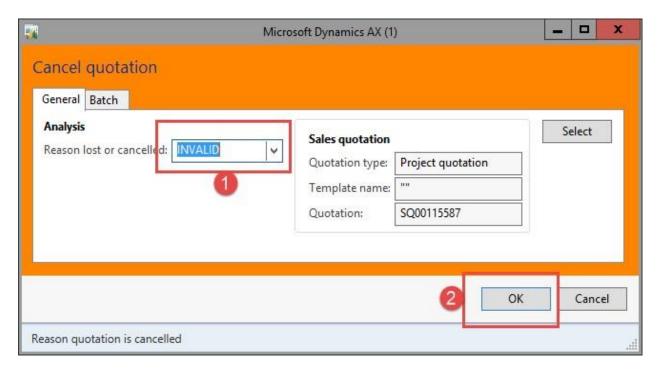
Select the quotation that says "created" > cancel quotation

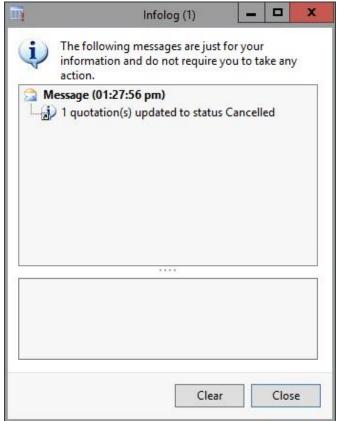






Put in the reason of "INVALID" > OK

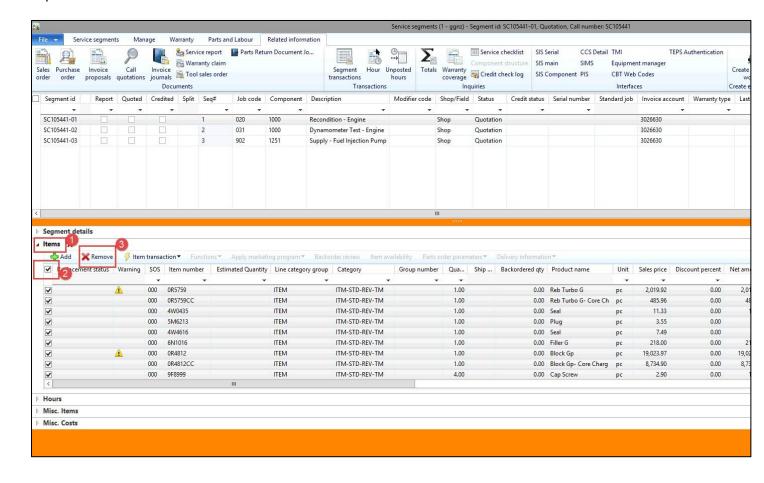






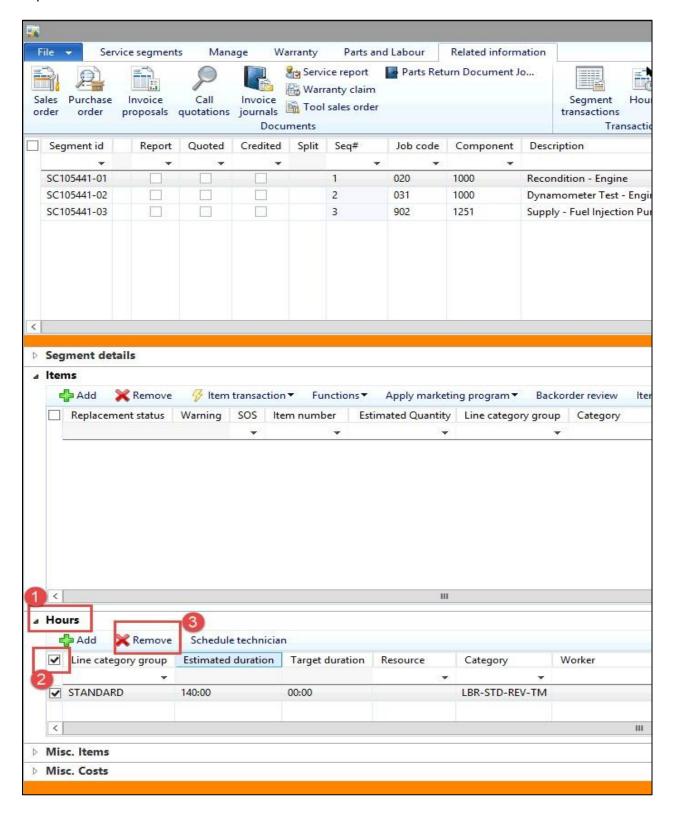
Close the quotation window and go back to the service segments

Expand "Items" > select all lines > select remove





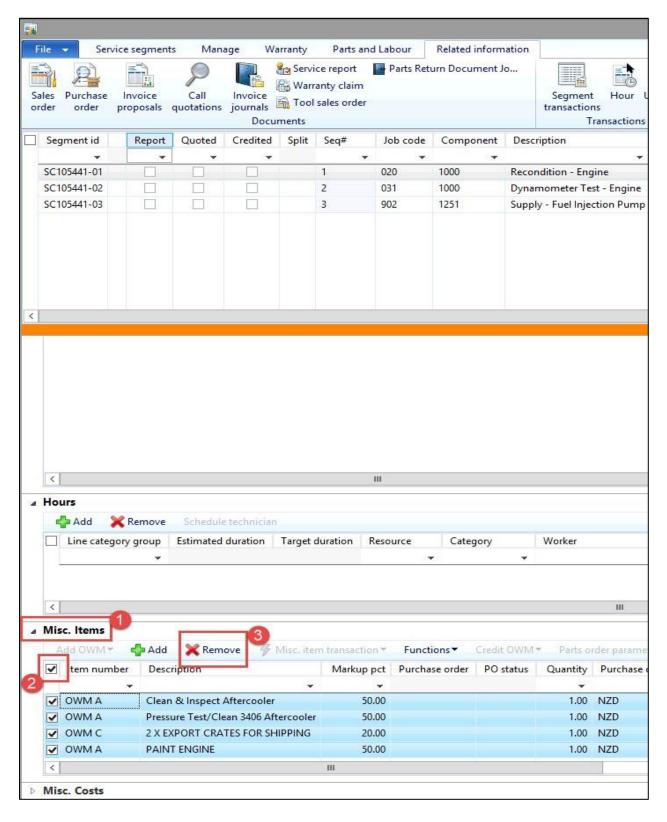
Expand "Hours" > select all > select remove







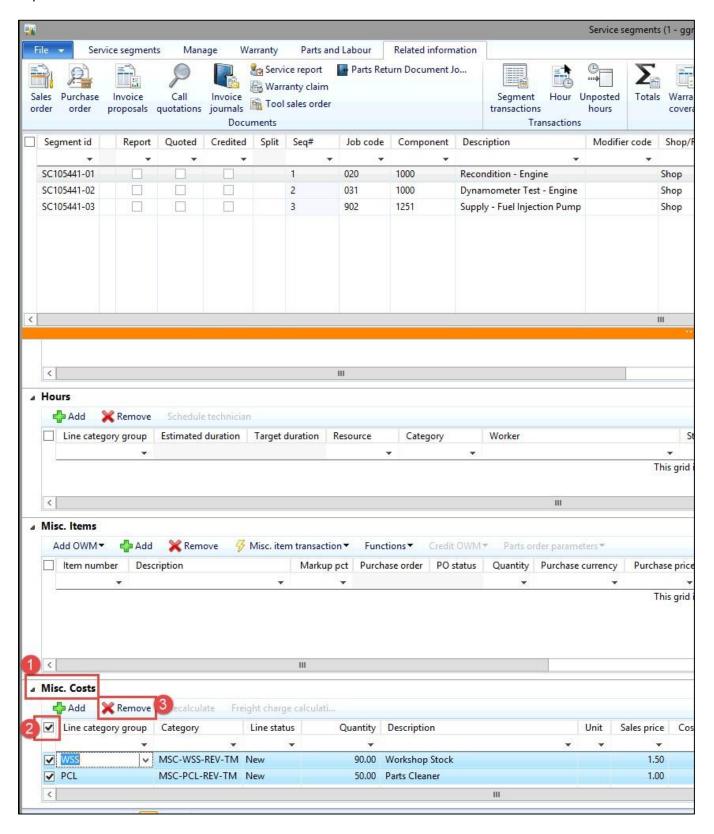
Expand "Misc Items" > select all > select remove







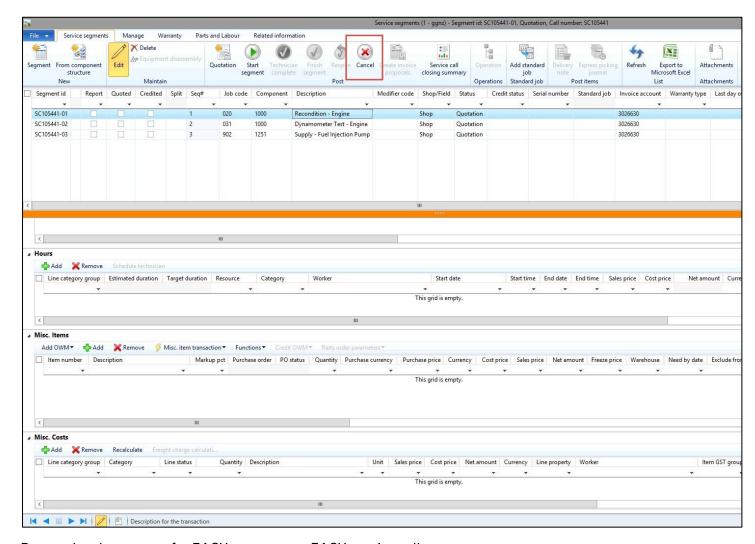
Expand "Misc Costs" > select all > select remove







Go to the service segments tab > cancel segment



Repeat the above steps for EACH segment on EACH service call

