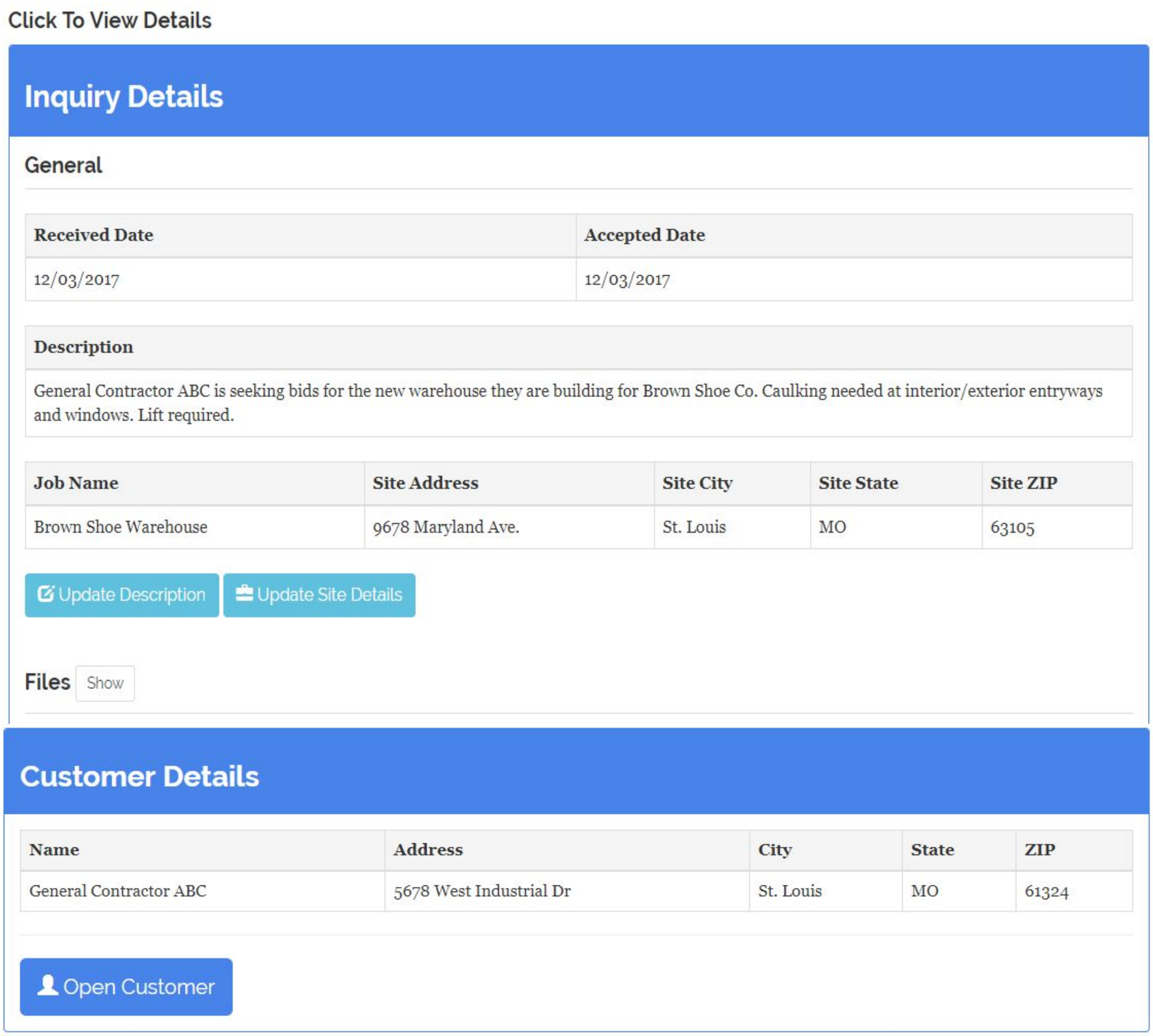
Inquiry Details

When you click on a specific Inquiry, you will see:



Click To View Details

Inquiry Details

General

Received Date	Accepted Date
12/03/2017	12/03/2017

Description
General Contractor ABC is seeking bids for the new warehouse they are building for Brown Shoe Co. Caulking needed at interior/exterior entryways and windows. Lift required.

Job Name	Site Address	Site City	Site State	Site ZIP
Brown Shoe Warehouse	9678 Maryland Ave.	St. Louis	MO	63105

Update Description Update Site Details

Files Show

Customer Details

Name	Address	City	State	ZIP
General Contractor ABC	5678 West Industrial Dr	St. Louis	MO	61324

Open Customer

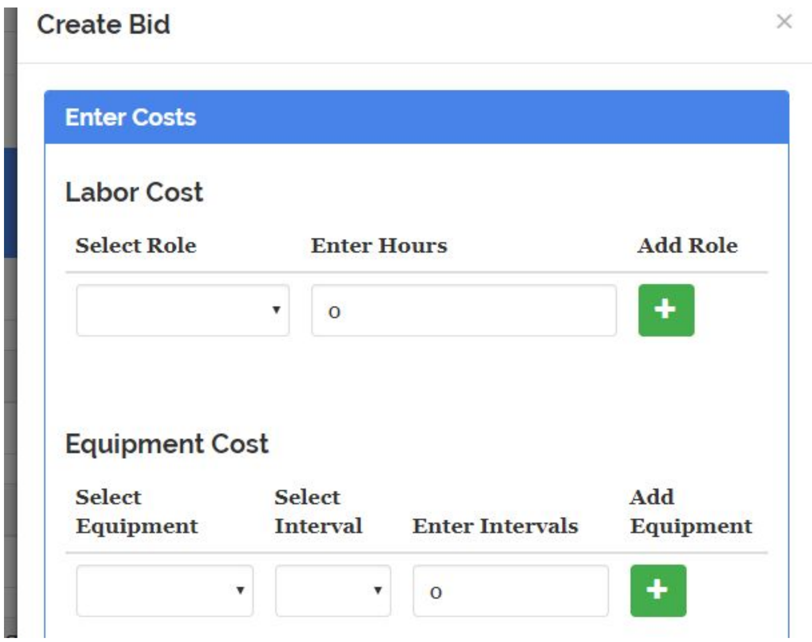
After a Bid has been created from an Inquiry, the page will look like the image above. The Inquiry can be updated or deleted. Also, the customer associated with the Bid can be viewed with the "Open Customer" button under "Customer Details".

***NOTE: If you delete an Inquiry, the system will also delete any associated Bid AND Job with that specific inquiry.**

If a Bid has not already been created, the user can create a Bid off of the given Inquiry. To do so, follow the directions below:

Bid Creation from Inquiry Page

To create a Bid, you must first select the Inquiry you want to attach it to. Select a pending Inquiry from the Inquiries table, or create one from a Customer if none are pending. Click the blue “Create Bid” button in the bottom left of the Inquiry Details drop-down box. An image of the dialogue box that appears after selecting “Create Bid” is shown below. We will enter data to get a recommended bid price.



Labor Cost

- Under **Select Role**, choose the pay rate of the employee.
- Under **Enter Hours,** type # of hours worked.
- **Add Role** - Press green + button to add the labor.

Equipment Cost

- Under **Select Equipment**, choose the equipment being used.
- Under **Select Interval,** choose the correct duration.
- **Add Role** - Press green + button to add the equipment.

Material Cost

- Under **Select Material**, choose the material being used.

- Under **Enter Linear Feet,** type # of linear feet required.
- **Add Role** - Press green + button to add the material.

Profit Margin

- Under **Enter Desired % Profit Margin**, enter the profit margin % that you would like to make from this project.

Click the blue "create" button in the lower left-hand corner of the dialogue box. The Bid has been created. As with Inquiries, data/information can be updated.